April 22, 2024

City of Marco Island
Mr. Justin Martin, P.E.
Director of Public Works
1310 San Marco Road
Marco Island, FL 34145

Project Name: City of Marco Island – Public Works Facility
Proposal No.: 2023-P-094

Dear Mr. Martin,

ADG Architecture, llc (CONSULTANT) is pleased to present this proposal and agreement to furnish architectural and related engineering services for City of Marco Island (CLIENT) for the project as described herein.

PROJECT DESCRIPTION AND UNDERSTANDING

The project is located at 415 Lily Court, Marco Island, FL, also known as the South Water Treatment Plant., and consists of the design of a new public works building and two outdoor covered equipment storage pavilions. The project is further described as follows:

1. Project will require rezoning which will be performed by others. It is our understanding that architectural design standards do not apply to these facilities as they are located with the water treatment grounds.
2. A new public works office facility, consisting of approximately 6,000 square feet, will be designed.
3. Equipment storage buildings, approximately 5,000 square feet in total will be configured into 2 units and sized to cover water plant vehicles and other heavy equipment.
4. Work includes adjustments to security gates and fencing, paved parking and design of a new sweeper dump pad.
5. Geo-technical services, consisting of 5 borings and report is included. Ground penetrating radar will be utilized to scan the area prior to commencement of the borings.
6. Construction drawings will be configured as two construction sets, office facility and storage buildings.
7. Project will be designed under the new Florida Building and Fire Code, 2023-8th edition.

PROJECT DELIVERY

The Architect will perform the following tasks to accomplish the project:

TASK 1 - Pre-design

1.1 Meet with the CLIENT'S designated Representative as required to determine the following project objectives:
- 1.1.1 Project program, goals, vision and scope
- 1.1.2 Project design requirements
- 1.1.3 Design objectives

TASK 2 - Design

2.1 Provide conceptual design studies in accordance with the project scope for your review. This includes the following:
- 2.1.1 Schematic Floor Plans
- 2.1.2 Schematic Building Elevations
- 2.1.3 Conceptual Site Plan

2.2 Develop budgetary cost analysis and opinion of probable project costs. Cost opinion will be arrived at using historical costs of similar projects on a square foot basis. Detailed material take-offs are not included.

2.3 Attend meetings with CLIENT and other interested parties to further the development of the project. Meeting budget consists of two (2) virtual meetings.

TASK 3 - Construction Drawings and Specifications

3.1 Based upon your authorization of the concept documents prepared under Task Two we will develop and provide final permitting and construction documents as follows:
- 3.1.1 Architectural drawings with construction detail
- 3.1.2 Structural drawings and construction detail
- 3.1.3 Civil Engineering drawings and documents
- 3.1.4 HVAC engineering, design and drafting
- 3.1.5 Florida energy code calculations
- 3.1.6 Plumbing system engineering, design and drafting
- 3.1.7 Fire Suppression System as per FAC 61G15
- 3.1.8 Lighting and power systems
- 3.1.9 Fire Alarm as per FAC 61G15

3.2 If requested by the building department during the permitting process, we shall amend and clarify the permit drawings, at our expense. However, the Architect will not be responsible for requested plan revisions that are inconsistent with the Florida Building Code or accepted practice. Revisions requested by the CLIENT after a permit has been submitted for shall be invoiced as per hourly rates.

3.3 Project manual-book specification is included.

3.4 Fire Sprinklers and Fire Alarm design is included

TASK 4 - Enhanced Permitting Services

4.1 Assist in preparing building permit application

4.2 Where accepted by jurisdiction, submit plans electronically for building permit.

4.3 Revise drawings to conform to addenda and other revisions.

TASK 5 - Project Pricing / Bidding / Negotiation

Project bidding and or negotiation phase services consist of the following activities:

5.1 Attend one (1) pre-bid meeting with prospective bidders.
5.2 Receive, evaluate and issue addenda to plans and specifications as warranted.
5.3 Receive and evaluate bidders' bids.

QUALIFICATIONS

Scope of Civil Engineering Services

1) Civil design and Site Development Plan Amendment
   a) Revision to Site Development Plan now on file with the City.
   b) Civil site design (utilities, grading/stormwater, pavement/parking etc.) for building based on new architectural plans.
   c) Engineer's report on stormwater design.
   d) Parking and paving design to include added parking on north side.
   e) Dumpster pad and enclosure and ADA ramp design.
   f) Minor TIS.
   g) Traffic signage and striping.
   h) Electric gate design.
   i) Redesign for north fence.
   j) Lift station design.
   k) Attendance at new Pre-application meeting.
   l) Response to City staff review, written and plan revisions.
   m) Attendance at two public hearings (if required. There was a recent change in LDC requirements).

2) Survey work
   a) A topographic survey was completed for various portions of the property at several points in the past. However, since there have been many site changes since then, and since previous surveys were prepared in NGVD, we recommend a complete new topo survey be completed for design purposes.

   b) Boundary survey. If a boundary survey is required, this is offered as an optional service

3) Landscape architecture
   a) Code-required landscape plan for buffer on north side only.
   b) Limited building foundation plantings.
   c) Irrigation plan for new plantings.

Permitting fees (estimate only)
   d) SDP application - $ 5,680

e) City R.O.W. permit $ 0

Scope of Geotechnical Engineering Services

Perform five (5) Standard Penetration Test (SPT) borings to depths of 25 feet below existing grades at the requested locations.

The SPT boring will be performed with truck-mounted machinery using mud rotary drilling procedures. Samples of the in-place materials will be recovered with a standard split barrel sampler driven with a 140-pound hammer falling 30 inches (in general accordance with ASTM D1586). After completion of the SPT boring, the location will be backfilled with excavated soil, and the site generally cleaned, as required.

Underground utility clearance will be required prior to commencing the drilling of the borings. Therefore, CONSULTANT will contact “Sunshine One-Call” Service to obtain underground public utility clearance. CONSULTANT will conduct Ground Penetrating Radar (GPR) to identify any private utilities in the areas of the boring locations. If private utilities are known, CONSULTANT assumes that the locations of these utilities will be marked in the field prior to mobilization.

After the geotechnical field exploration is completed, a geotechnical engineer will review the soil samples and select samples will be tested for physical properties such as gradation, moisture content and organic content, if deemed necessary. The results of the geotechnical exploration will be transmitted in a report which will specifically contain information listed below:

1. A plan of the site showing the location of the soil boring.
2. Logs of the exploratory borings will be provided, which furnish the results of the SPT sampling.
3. Identification of foundation systems which lend themselves to the site conditions and proposed construction.
4. Recommendations for shallow foundations and allowable soil bearing capacities.
5. An estimation of total and differential settlements for the foundations systems for the proposed structures.
6. Discussions on impacts to adjacent structures.
7. Criteria for construction of floor systems and modulus of subgrade reaction.
8. Site preparation recommendations for the proposed construction.
9. The existence of organic soils or any other soil conditions which would indicate the need for a structurally supported slab.
10. An anticipation of groundwater levels and methods for handling groundwater during construction

DELIVERABLES

The CONSULTANT will provide the following documents for the CLIENT’S use. A reasonable number of copies (including permit sets) of these documents are included in the base fee. Copies of construction sets or other uses are not included in the base fee. Documents can be provided as digital PDF files via email at no additional cost.

Task 1 - Pre-design Deliverables

1.1 Site topographical survey
1.2 Attend project kick-off meeting and site visit

Task 2 - Design Deliverables

2.1 Conceptual design documents as indicated herein
2.2 Opinion of project probable costs

Task 3 - Construction Drawings and Specifications Deliverables

3.1 Architectural Drawings, construction detail and code compliance data.
3.3 Civil Engineering Drawings and required permit applications. (Permitting fees are by the owner)
3.4 Landscaping and Irrigation System Plans
3.5 Structural Engineering Drawings with construction detail.
3.6 Plumbing and Mechanical Drawings with construction detail.
3.7 Electrical Power and Lighting Plans
3.8 Fire Sprinkler and Alarm Plans
3.9 Project Manual – Book Specification

Task 4 - Enhanced Permitting Services Deliverables

4.1 Building permit application
4.2 Building permit plans submitted electronically

Task 5 - Project Pricing / Bidding /Negotiation Deliverables

5.1 Attend pre-bid meeting
5.2 Issue addenda to plans and specifications

QUALIFICATIONS TO SCOPE OF SERVICES

1. Mechanical engineering includes HVAC design, energy code calculations, and plumbing system design. This includes waste, domestic water systems, and storm drainage systems.
2. HVAC systems shall be a conventional split system direct expansion type. The design of a central chilled water system is not included.
3. Fire sprinklers design excludes specification of a fire pump. (A fire pump may be required depending on the water pressure in the public water system). Hydraulically calculated sprinkler plans shall be provided by your fire sprinkler sub-contractor.
4. Electrical engineering includes lighting and power, and specification of these system devices. The design of structured cable of voice – data network systems is included.
5. Fire alarm device will be presented on plan in accordance with Florida statute. (Fire alarm system shop drawings are not included).
6. Site lighting design and photometric calculations are not included but can be provided. Lighting is assumed to be building mounted.

7. Specialty engineering of manufactured products, such as metal building components, trusses, steel joists, curtain walls or light gauge metal framing is excluded.
8. Interior design services are not included.
9. Construction administration services are not included.

FEE SCHEDULE

Task	**Fee**
Pre-Design & Design	$20,035.00
Topographical Survey of Work Areas	$14,000.00
Construction Documents	$111,563.00
Permitting / Conformed Documents Services	$4,500.00
Bidding	$2,370.00
Civil Engineering (Includes Project Permitting)	$61,000.00
Landscape Architecture	$4,000.00
Total Lump Sum Fee	**$217,468.00**
Reimbursable Allowance	$10,000.00
Total fee with allowance	$227,468.00

Fee Alternates	**Fee**
Optional Boundary Survey	$3,600.00

This proposal is valid for sixty days from the date of this fee proposal.

We truly look forward to dedicating our team's talent to working effectively with you on this project. If you have any questions or need further clarification, please don't hesitate to call me at Fort Myers (239) 277-0554 or Port Charlotte (941) 639-2450.

Sincerely,

ADG Architecture, llc

Robert T. Taylor
AIA - NCARB, LEED AP BD+C, President