

# Bowman

June 11, 2024

Mr. Lazaro Pomier Baez  
City of Marco Island Fleet & Facilities Department  
50 Bald Eagle Drive  
Marco Island FL 34145

RE: CITY OF MARCO ISLAND PROFESSIONAL ENGINEERING SERVICES  
MACKLE PARK AIRNASIUM REPLACEMENT  
HM FILE NO. 8200A

Dear Mr. Baez:

Bowman is pleased to submit the following proposal for professional engineering services for the Mackle Park Airnasium Replacement (PROJECT).

## PROJECT UNDERSTANDING

The proposed project consists of the removal of the existing Airnasium at Mackle Park and its replacement with a similar structure in size and layout. The proposed building shall be a pre-manufactured, pre-engineered metal building. The existing floor and foundations are to remain and be reused in place. The existing electrical service to the building is to remain with a new electrical panel, new conduit and wiring for the reuse of the existing lighting and new receptacles. The existing basketball equipment is to be salvaged and re-installed with the completion of the building. Minor floor repairs and touch up is anticipated. Recoating of the court area is not anticipated.

## PROJECT SCOPE

The following Scope of Services is proposed.

Task No. 1: Conduct pre-design meeting to discuss project scope and any special needs or requirements.

Task No. 2: Perform field observations, verify existing original drawing dimensions, and obtain other building and site information.

Task No. 3: Prepare engineering plans and specifications for the proposed project.

- Prepare 60 percent Plans and Specifications and submit to the City for review. A budget Estimate of Probable Construction Cost will be prepared. We will conduct a 60 percent design review meeting and receive comments.
- Based on the 60 percent review meeting, prepare the 90 percent Plans, Specifications, and Estimate of Probable Construction Cost. A Bid Form will be provided. Submit the documents to the City for review and conduct a review meeting and receive comments.

- Based on the 90 percent review meeting, prepare the final (100%) Plans, Specifications, Estimate of Probable Construction Costs, and Bid Form. Submit to the City for use in bidding the project.
- Anticipated Plans include:
  - Cover Sheet/Index of Plans
  - Note Sheet with Code Compliance Table
  - Site Plan
  - Existing Building Plan – Demolition
  - Existing Building Plan Elevations/Sections – Demolition Plan
  - Proposed Building Plan
  - Proposed Building Elevations/Sections Plan
  - Building Details
  - Existing Electrical/Lighting Plan – Demolition
  - Proposed Electrical/Lighting Plan
  - Electrical Schedules/Details
  -

Task No. 4: Provide limited assistance during project bidding. This would include attendance at the onsite pre-bid meeting, preparation of addenda, preparation of a bid tabulation, review of bids, and Recommendation of Award. We have not included any meetings with the apparent lowest responsive bidder or presentation of the City Council.

Task No. 5: Provide Construction Contract Assistance including the following tasks.

- Based on the bid questions, answers, and addenda, prepare the conformed construction plans and specifications.
- Coordinate and attend a preconstruction meeting (in-person and teleconference) with the contractor and City staff. We will prepare an agenda for the meeting and meeting notes following. The agenda shall include project scope and key considerations during construction, introductions of project team members, project schedule, project management and communication protocols, document control and a listing of all anticipated contractor submittals.
- Assist the contractor in obtaining any Building Permits for the project. This shall be limited to the signing and sealing of Permit Plans. The contractor shall be responsible for submittal of all documents and comment response.
- Provide timely review of shop drawings and submittals (Schedule of Values, Preconstruction Video, Construction Schedule). We will process, review, and respond to submittals and will maintain the submittal log. We will coordinate submittals with other Engineers. We have anticipated up to six (6) shop drawings, manufacturer literature, drawings, and calculations which require a detailed review.

- Respond to RFIs from the contractor, which will be provided within a target average of three (3) workdays. We have anticipated four (4) RFIs.
- Provide review of monthly Applications for Payment with updated construction schedules. A pencil copy shall be initially reviewed in the field by the City. We have anticipated four (4) Applications for Payment.
- Provide assistance with Work Directives changes and Change Orders during construction. We will prepare requests for contractor pricing; review contractor provided pricing and construction contract time requests and prepare Work Directives and backup data for Change Orders for execution by the City. We have anticipated four (4) Work Directives and two (2) Change Orders.
- Prepare for and attend progress meetings during active periods of construction. During non-active periods, telephone progress meetings are anticipated monthly. Prepare draft agenda for review by the City, finalize and distribute agenda, chair the meetings, and prepare meeting notes for distribution for field progress meeting. We have included a total of six (6) progress meetings. (Two during submittal period and four (4) during construction.) This is based on an estimated construction period of 300 days (240 days total with 60 days active construction).
- Conduct limited site observation of construction activities and provide daily reports when site representative is on site. The proposal is based on eight (8) site visits.
- Attend the Substantial Completion walk through with the City and contractor. Prepare the list of uncompleted and corrective items (punch list) for the project. Issue the Certificate of Substantial Completion for the project. The City shall monitor the list to determine Final Completion. When complete, conduct Final Completion walk through with the City and contractor.
- Prepare Record Drawings for the project based on contractor as-built survey and red lines and site observations.
- Assist the City in final closeout of the project. This shall include closeout of permits, closeout of Change Orders, and review of the contractor's Final Application for Payment package.

#### PROPOSED PROJECT EXCLUSIONS

We have excluded the following activities and associated costs from this proposal: (a) Subsurface Utility Exploration (SUE), (b) geotechnical investigation; (c) City of Marco Island Building Permitting (by contractor); (d) site development permitting; (e) stormwater permitting; (f) investigation or management of hazardous material and historic artifacts; (g) laboratory or material testing; (h) construction and as-built surveys; and (i) full time site observations.

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June 11, 2024  
Page 4

PROJECT SCHEDULE AND FEE

We anticipate the following schedule for our work. When possible, we have included concurrent work on tasks.

TASK	DESCRIPTION	DURATION	COMMULATIVE
1	Pre-Design Meeting	2 weeks	2 weeks
2	Field Observations	1 week	3 weeks
3	60% Plans	4 weeks	8 weeks
	90% Plans	2 weeks	10 weeks
	100% Plans	2 weeks	12 weeks
4	Bidding Assistance	TBD	TBD
5	Construction Contract Assistance	TBD	TBD

The professional fees for the engineering services associated with this project shall be performed under Contract 19-012 (22 Renewal) on a time and material basis. The total services are estimated to be \$84,713.00. The estimated fees are detailed in the attached spreadsheet by task. We will not exceed the total amount without written approval of the City.

We anticipate the use of the following subconsultant on the project, Burgess Brant, for electrical and Calvetti Engineering for structural assistance.

We look forward to working with you and the City of Marco Island on this project. If you have any questions about this proposal, please give me a call at your convenience. Thank you for this opportunity to be of service to the City of Marco Island.

Sincerely,

**BOWMAN**

Robert J. Mulhere, FAICP  
Senior Vice President



David W. Schmitt, P.E.  
Senior Project Manager

RJM/DWS:tdc