

**WORK ASSIGNMENT NO. 3 PURSUANT TO
THE JUNE 23, 2015 AGREEMENT BETWEEN THE
CITY OF VENICE, FLORIDA AND FAWLEY BRYANT ARCHITECTS, INC.**

WHEREAS, on June 23, 2015, the City of Venice, Florida ("OWNER") and Fawley Bryant Architects, Inc. ("CONSULTANT"), entered into an Agreement whereby the CONSULTANT would perform professional services for the OWNER pursuant to an executed Work Assignment; and

WHEREAS, the OWNER wishes to authorize the CONSULTANT to perform professional services concerning the WTP Building Improvements as more particularly described in the Scope of Services herein; and

WHEREAS, the CONSULTANT wishes to perform such professional services,

NOW THEREFORE, in consideration of the premises and mutual covenants contained in the June 23, 2015, Agreement and this Work Assignment, the parties agree as follows:

1. General description of the project: The CONSULTANT shall complete detailed design documents, provide bidding assistance and limited construction administration services for the exterior improvements to Buildings A, B, C and the High Service Pump (HSP) building.
2. Scope of services to be performed: CONSULTANT shall perform the services described in the Scope of Services attached hereto as Attachment "A".
3. Compensation to be paid: OWNER shall pay the CONSULTANT the sum of Three Hundred Twenty Five Thousand Nine Hundred Thirty dollars (\$325,930.00) for performance of the professional services specified in this work assignment.
4. Time for completion. CONSULTANT shall complete the professional design services specified in this work assignment for Tasks 1-3 within 180 calendar days from the date of this work assignment, and will provide the bidding and construction phase services in accordance with the construction schedule to be determined by OWNER.

IN WITNESS WHEREOF, the parties have executed this work assignment on the ___ day of _____, 2015.

CONSULTANT



CITY OF VENICE, FLORIDA

By: _____

Mayor

ATTEST:

ATTACHMENT A

WTP BUILDING IMPROVEMENTS

SCOPE OF SERVICES

GENERAL PROJECT SCOPE

The general scope of work will be limited to Buildings A, B, C and High Service Pump (HSP) at the Water Treatment Plant and includes the exterior remodeling of each building to the architectural Venetian themed Northern Renaissance design as generally described in the City of Venice Architectural Guidelines, 2014 Edition. This work will be pitched roof additions and facade detail treatments in the Venetian architectural theme. The specific scope of the exterior building remodeling will generally include:

Roof Additions: Provide sloped roofs with barrel tile over the existing flat roofs of each building. Upon structural analysis of the existing load bearing capacity of the existing buildings, and their ability to accommodate any additional load of these new roofs, these new roofs may require new columns and beam supports, and /or the new pitched roofs may be mansard types.

Roof Equipment: Roof vents, HVAC equipment and other items, when required, will be relocated

Building Facade Improvements: Facade improvements will generally be cosmetic finishes and details including stucco re-finishes, cornices, freezes, window and door trim additions and other design features in the Venetian theme. Existing windows and doors will remain.

Building Signage: Design main raised-panel sign identifying Utility Administration.

Building Appurtenances: Existing lighting, security devices, entrance keypad devices and miscellaneous conduits will be relocated and reworked where possible to clean up the facade.

Hurricane Upgrades: Protection of the buildings will be limited to providing a removable panel system to each existing wall openings that is integrated into the facade improvements.

SCOPE OF WORK

TASK 1 – PROJECT KICKOFF, SITE VISIT AND BUILDING SURVEY DRAWINGS

Task 1.1 – Project Kickoff

CONSULTANT shall prepare and lead one project kickoff meeting with appropriate OWNER staff to review the scope of work, project schedule, data needs and key milestones. Prior to the kickoff meeting, CONSULTANT will submit a proposed agenda that will include: (1) items to be discussed, (2) specific questions to be answered, and (3) additional data requests. CONSULTANT will document and distribute meeting minutes.

Task 1.2 - Site Reviews

Immediately following the project kickoff meeting, CONSULTANT and OWNER will conduct a walkthrough of the Water Treat Plant Buildings A, B, C and HSP to gather necessary information on the existing building conditions to produce building survey 3-D REVIT drawings of each building.

Task 1.3 – Building Survey Drawings

CONSULTANT shall produce building survey 3-D REVIT drawings of each subject building which will include the building exterior walls, openings and roof only.

TASK 2 – PRELIMINARY DESIGN

Task 2.1 – 30% Design Submittal

Utilizing information obtained from the kickoff meeting, site visit and data provided by the OWNER the CONSULTANT will prepare architectural, structural and mechanical/electrical/plumbing Preliminary Design drawings and documents which describe the general remodeling scope for Buildings A, B, C, and HSP.

CONSULTANT will develop concept level construction costs for the 4 building remodelings along with a preliminary construction schedule.

CONSULTANT will submit to the OWNER for review and comment five hard copies and one electronic copy (.pdf) of the draft Preliminary Design.

Task 2.2 – 30% Design Submittal Review Meeting

Two weeks after the draft Preliminary Design submittal, CONSULTANT will lead a meeting with OWNER to review the information presented in the Preliminary Design, and gather OWNER comments. The meeting will serve as an open forum to discuss preliminary design issues. The CONSULTANT will document and distribute meeting minutes.

Task 2.3 – Renderings and Public Agencies Presentations

Upon OWNER approval of 30% Final Design the CONSULTANT shall prepare 3-D exterior colored renderings of each building. The CONSULTANT shall present these renderings to the Planning Commission. CONSULTANT shall prepare any other submittal, including permit applications necessary to obtain Planning Commission approval.

TASK 3 – DETAILED DESIGN

CONSULTANT will prepare architectural, structural and mechanical/electrical/plumbing contract documents that clearly define the scope of work for the construction contract. The design drawings will be prepared in accordance with the standard CSI format and notation using REVIT format. Project specifications will consist of the City of Venice Standard Front End (Division 0 by the OWNER and Division 1 by the CONSULTANT) and CONSULTANT-prepared Bid Form and Technical Specifications. Specific Detailed Design tasks include:

Task 3.1 - 90% Design Submittal

Based on the approved Preliminary Design, CONSULTANT will prepare a 90% design submittal composed of contract drawings (11"x 17" and 22"x 34") and draft technical specifications, front end documents and general requirements. Five copies of the 90% design package (five hard copies and one electronic copy) will be submitted to the OWNER for review. Staff comments will be acknowledged and relevant comments will be incorporated into the subsequent design package.

Task 3.2 - 90% Design Submittal Review Meeting

CONSULTANT will prepare and lead one meeting to review the 90% design submittal and discuss OWNER comments two weeks after the submittal of the 90% contract documents. CONSULTANT will prepare and distribute a meeting agenda and minutes documenting comments and action items from the design review meeting.

Task 3.3 - 100% Design/Bid Submittal

Based on the comments received from the OWNER on the 90% design submittal, CONSULTANT will prepare a 100% Bid design submittal composed of contract drawings (22" x 34") and final technical specifications, bid form, front end documents and general requirements. CONSULTANT will provide final specifications and plans in .pdf format. CONSULTANT shall also provide 11" x 17" plans in 100% submittal.

CONSULTANT shall prepare an opinion of probable construction costs and schedule. The opinion of construction costs will be prepared using the CSI division format.

TASK 4 – BIDDING ASSISTANCE

CONSULTANT will provide the following services in connection with bidding and award of the construction contract:

- a) Attend a pre-bid meeting and site tour to explain the design and answer questions pertaining to the contract documents.
- b) Respond to questions on the design. Prepare responses for addenda to interpret, clarify or expand the contract documents
- c) Provide bid evaluation review, bid tabulation and recommendation.
- d) Prepare a conformed set of drawings and specifications incorporating revisions from addenda during the bidding phase.

TASK 5– CONSTRUCTION ADMINISTRATION SERVICES

The CONSULTANT shall provide limited construction phase inspection during completion of the improvements. The OWNER will provide part time inspection services. The CONSULTANT's services shall focus on confirming that the completed work complies with the requirements of the contract documents and the integrity of the design concepts are reflected in the finished work, potential Change Order and IFCA preparation, and Monthly Pay Application review.

Task - 5.1 Construction Kickoff Meeting and Site Visits

The CONSULTANT shall arrange and lead a construction kickoff meeting, during which the OWNER, the CONSULTANT and the contractor shall discuss project requirements, define responsibilities, and receive the contractor's plan to complete the work. The CONSULTANT shall conduct up to 24, 2-hour site inspections (based on 6 month construction duration) during the remodeling to confirm the work appears to be proceeding in accordance with the design. Upon substantial completion of the work, the CONSULTANT shall conduct an inspection with the Contractor and City to confirm suitability of the work and to develop a punch list. Upon completion of the work, the CONSULTANT shall conduct a final inspection to confirm all of the necessary work has been completed and appears to have been made in accordance with the design. The CONSULTANT shall submit a daily report following each site visit to document the results of each inspection.

Task 5.2 - Shop Drawings Review / Respond to RFIs

The contractor will prepare shop drawings for the selected equipment and other components of the work as specified in the contract documents. These shop-drawing submittals will be reviewed by the CONSULTANT for compliance with the design concept and contract requirements. The CONSULTANT shall provide review, comment and approval to the Contractor.

The CONSULTANT shall also receive and respond to contractor Requests for Information (RFI) or request for clarification of the contract documents or design intent. The CONSULTANT shall interpret the meaning of the contract documents and will provide required clarifications or explanations of the design intent and requirements.

Task 5.3 - Record Drawings

CONSULTANT will prepare final record drawings from the original electronic files based on contractor supplied as-built drawings only (redline markups). The CONSULTANT and the Contractor will be responsible for coordinating to ensure that information from approved shop drawings, on-site inspections and other knowledge regarding field changes, modifications, etc., made during construction are incorporated into the as-built drawings.

TASK 6– PROJECT MANAGEMENT AND ADMINISTRATION

CONSULTANT will track the project schedule and budget and complete monthly invoicing to the OWNER in accordance with the agreement. Invoices will include a listing of the hours expended and the hourly rate by staff category, percent completion for each task, as well as itemized expenses. Each invoice will include a cover letter, signed by the Project Manager, and a description of the project status and the services completed during the invoice period, including bi-weekly project review meetings.

Deliverables and Preliminary Drawing List

The following deliverables are included for the project:

Task 1 – Project Kickoff Meeting, Site Visit and As-built Drawings

- 1.1 Kickoff Meeting agenda
- 1.3 Production of building survey drawings

Task 2 – Preliminary Design

- 2.1 30% Preliminary Design Documents(contract drawings and documents, cost estimate and schedule)
- 2.3 Planning Commission application

Task 3 – Detailed Design

- 3.1 90% Design Submittal (contract drawings and documents and schedule)
- 3.2 100% Design/Final Bid Package Submittal (contract drawings and documents, bid form, cost estimate and schedule)

Task 4 – Bidding Assistance

- 4.1 Bid assistance addenda, bid tabulation, and bid evaluation review and recommendation
- 4.2 Conformed set of drawings and specifications incorporating revisions from addenda during the bidding phase.

Task 5 – Construction Administration Services

- 5.1 Pre-construction meeting minutes, agenda and handouts
- 5.2 Log of shop drawings received, subject, status and date of response
- 5.3 Periodic on-site reviews of the work
- 5.4 Log of RFIs received, subject, status and date of response
- 5.5 Punch list
- 5.6 Notice of substantial completion
- 5.7 Notice of final completion
- 5.8 Record drawings

Task 6 – Project Management and Administration

- Monthly progress reports and invoices

The preliminary list of design drawings is outlined below:

General	
O-1	Cover Sheet
O-2	Drawing Index, Legend, Abbreviations, Symbols and Notes
O-3	Overall Site Plan
Demolition	
D-1	Building A Demolition Plan/Elevation
D-2	Building B Demolition Plan/Elevation
D-3	Building C Demolition Plan/Elevation
D-4	Building HSP Demolition Plan/Elevation
Structural	
S-1 S-2	Building A Foundation Plan/Details
S-2	Building A Roof Framing Plan/Details
S-3	Building B Foundation Plan/Details
S-4	Building B Roof Framing Plan/Details
S-5	Building C Foundation Plan/Details
S-6	Building C Roof Framing Plan/Details
S-7	Building HSP Foundation Plan/Details
S-8	Building HSP Roof Framing Plan/Details
Architectural	

A-1	Building A Plan
A-2	Building A Elevations
A-3	Building A Building Section/Details
A-4	Building A Roof Plan
A-5	Building B Plan
A-6	Building B Elevations
A-7	Building B Building Section/Details
A-8	Building B Roof Plan
A-9	Building C Plan
A-10	Building C Elevations
A-11	Building C Building Section/Details
A-12	Building C Roof Plan
A-13	Building HSP Plan
A-14	Building HSP Elevations
A-15	Building HSP Building Section/Details
A-16	Building HSP Roof Plan
Mechanical	
M-1	Building A Mechanical/Relocation Roof Plan
M-2	Building B Mechanical/Relocation Roof Plan
M-3	Building C Mechanical/Relocation Roof Plan
M-4	Building HSP Mechanical/Relocation Roof Plan
Electrical	
E-1	Building A Electrical Plan/Elevation
E-2	Building B Electrical Plan/Elevation
E-3	Building C Electrical Plan/Elevation
E-4	Building HSP Electrical Plan/Elevation
TOTAL NUMBER OF DRAWINGS = 39	

ASSUMPTIONS

The following were assumed as excluded as part of this scope of work:

- The building survey drawings are based on visual inspection only and did not include any destructive testing to confirm conditions. And, these drawings were limited to the exterior building shell and did not include drawing the interior floor plans.
- No mechanical equipment (HVAC or plumbing) design replacement is included. The scope of work excludes the building interior, modifications/changes to existing doors and windows, or other site improvements. No HVAC equipment will be replaced. Existing lighting devices and exposed conduit will be replaced or relocated as the design improvement require. The CONSULTANT shall coordinate the location of security devices with system vendor.
- No site surveys are included.
- The OWNER or other designated representative shall provide part time inspection.
- The CONSULTANT shall provide field reports, and other documents, using standard AIA formatted templates.

Owner's Allowance

This Work Assignment includes an Owner's Allowance of \$20,000.00 for unforeseen tasks required to complete the project, which will be used only with the written approval of the OWNER. A scope description and fee breakdown will be provided to the OWNER for any proposed use of the Owner's Allowance.

Proposed Implementation Schedule

Below is the proposed implementation schedule through design for the remodeling at the City of Venice Water Treatment Plant. The Notice to Proceed shall be the date of approval of this work assignment by the OWNER. The following schedule assumes that OWNER reviews will be completed in two weeks.

Proposed Implementation Schedule	
Deliverable or Activity	Target Completion After Notice to Proceed
Project Kickoff Meeting, Site Walkthrough and As-builts	4.0 Weeks
Preliminary Design	
30% Preliminary Design	10.0 Weeks
30% Preliminary Design Review	12.0 Weeks
Renderings and Public Agency Presentations	14.0 Weeks
Detailed Design	
90% Design Submittal	22.0 Weeks
90% Design Submittal Review Meeting	24.0 Weeks
100% Design/Final Bid Package Submittal	26.0 Weeks

Proposed Fee

The above scope of services will be completed for a not to exceed fee of \$325,930.00 including labor and expenses based on an hourly rate not to exceed basis, as detailed in the attached fee schedule and in accordance with the As-Needed Professional Services Agreement. Invoicing will be prepared in accordance with the requirements of this agreement.

PROJECT FEE SUMMARY PER TASK					
TASK NO	TASK	CONSULTANT FEE Fawley Bryant Arch	STRUCTURAL FEE Hees & Associates	MEP FEE ME3 Engineers	TOTAL
1	Project Kickoff Meeting, Site Walkthrough and As-builts				
1 1	Kickoff Meeting	\$1,480	\$500	\$500	\$2,480
1 2	Site Walkthru	\$4,600	\$500	\$500	\$5,600
1 3	As-Built Drawings	\$18,820	\$0	\$0	\$18,820
2	Preliminary Design				
2 1	30% Preliminary Design	\$40,960	\$21,800	\$14,000	\$76,760
2 2	30% Preliminary Design Review	\$1,080	\$0	\$0	\$1,080
2 3	Renderings and Public Presentations	\$14,090	\$0	\$0	\$14,090
3	Detailed Design				
3 1	90% Design Submittal	\$59,640	\$27,900	\$14,640	\$102,180
3 2	90% Design Submittal Review	\$1,480	\$0	\$0	\$1,480
3 3	100% Design/Final Bid Package Submittal	\$10,880	\$2,000	\$2,000	\$14,880
4	Bidding Assistance				
4	Bidding Assistance	\$5,160	\$1,000	\$3,640	\$9,800
5	Construction Administration				
5 1	Kickoff Meeting and Site Visits	\$21,060	\$8,900	\$4,040	\$34,000
5 2	Shop Drawings/Respond to RFI	\$6,640	\$2,000	\$1,000	\$9,640
5 3	Record Drawings	\$7,160	\$1,000	\$800	\$8,960
6	Project Management/Administration				
6	Scheduling/Invoicing/reports	\$6,160	\$0	\$0	\$6,160
Professional Fees		\$199,210	\$65,600	\$41,120	\$305,930
Owner's Allowance					\$20,000
Total					\$325,930