



CITY OF VENICE, FLORIDA

Request for Qualifications

RFQ # 3089-18

Date of Issue: September 1, 2018

Submission Deadline: October 5, 2018 at 2:00 PM

Title and Purpose of RFQ:

PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR CITY OF VENICE FIRE STATION 1

Offerors Are Not Required to Return This Form.

**CITY OF VENICE, FLORIDA
REQUEST FOR QUALIFICATIONS**

NOTICE IS HEREBY GIVEN that the City of Venice invites and will receive sealed proposals from qualified vendors to perform the following work which is described in detail in the Request for Qualifications (RFQ) specifications.

RFQ NUMBER: **3089-18**

RFQ TITLE: **PROFESSIONAL ARCHITECTURAL AND ENGINEERING
SERVICES FOR CITY OF VENICE FIRE STATION 1**

PROJECT DESCRIPTION: The City is seeking a qualified firm (Consultant) to provide Professional Design and related Architectural/Engineering and Construction Oversight Services for the Fire Rescue Station 1 Project at 112 South Harbor Dr.

The anticipated design shall include three (3) apparatus bays, working/storage spaces, living spaces, sleeping area, kitchen & lounge, offices, physical fitness area, community conference room, back-up generator to supply both the fire station and City Hall and be approximately 11,000 to 13,000 square feet in size, public parking for visitors, parking for fire crews and City Hall employees. The project shall also include an expansion and renovation to City Hall, increased Air chiller capacity to supply both the Fire Station and City Hall, a dual service back-up power generator to operate all of City Hall and the Fire station, and the paving of Lord Higel House parking area.

RFQ OPENING LOCATION: Finance Meeting Room #204
 Venice City Hall
 401 West Venice Avenue
 Venice, Florida 34285

RFQ SUBMITTAL DEADLINE DATE & TIME: October 5, 2018 at 2:00 p.m.

PRE-PROPOSAL CONFERENCE: No

The City is using a Request for Qualifications for this project and will award the contract to the Proposer the City finds, in its sole discretion, best meets the long term needs of the City.

Specifications and Bid/RFQ documents are available by calling Onvia DemandStar at (800) 711-1712 or by their Internet address at www.demandstar.com. Proposers may also pick up Bid/RFQ documents at the City of Venice Finance- Purchasing Department, Room 204, 401 West Venice Ave., Venice Florida 34285, (941) 882-7422 at no charge.

All proposers should ensure that the proposal is both complete and accurate. The City may require additional information or data from any of the Proposers. An evaluation committee that has been appointed by the City will evaluate proposals.

The evaluation committee has been selected by the City to ensure that all proposals are fairly considered. The evaluation committee will perform a review of proposals received

from Proposers to determine completeness and responsiveness to the principal components of the technical, financial and legal requirements of the RFQ. The evaluation committee will make a recommendation to the City Council following the evaluation committee's review of all proposals and consideration of any additional evidence or data desired by the evaluation committee.

Qualified firms are invited to deliver **ONE (1) ORIGINAL AND FIVE (5) copies** of their proposals, in a sealed envelope marked **"SEALED REQUEST FOR QUALIFICATIONS, RFQ # "3089-18, Request for Qualifications – Professional Architectural and Engineering Services for City of Venice Fire Station #1"**, and delivered to the City of Venice Purchasing Department, Room 204, City Hall, 401 West Venice Avenue, Venice, Florida 34285. The City assumes no responsibility for proposals received after 2:00 p.m., October 5, 2018, or at any office or location other than that specified herein, whether due to mail delay, courier mistake, mishandling or any other reason. Late proposals will be held unopened and will not be considered for award.

All questions, comments, or concerns about this RFQ must be submitted in writing to Mr. Peter Boers, Procurement- Finance Department, for the City of Venice, Room 204, 401 West Venice Avenue, Venice, FL 34285. Mr. Boers is the only designated representative of the City authorized to respond to comments, questions, and concerns. The City will not respond to comments, questions or concerns addressed to any person other than Mr. Boers. If the City determines that a particular comment, question or concern necessitates a global response to all Proposers, the City will issue a clarifying memorandum or addendum. **The final day that the City will accept questions will be September 21, 2018, by 1:00 p.m.**

The City reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request re-submission. Any sole response received by the submission date may or may not be rejected by the City, depending on available competition and timely needs of the City.

The City reserves the right select one or more the firms submitting qualification packages. The City reserves the right to award the contract to a responsible proposer(s) submitting a responsive proposal, with a resulting negotiated agreement which is most advantageous and in the best interests of the City.

The City shall be the sole judge of the proposal, and the resulting negotiated agreement that is in its best interest and its decision shall be final. Also, the City reserves the right to make such investigation, as it deems necessary to determine the ability of any proposer to perform the work or service requested.

Proposers, their agents and associates shall not contact or solicit any City Council member, City employee, or official regarding this RFQ during any phase of this RFQ. Failure to comply with this provision may result in disqualification of the Proposer, at the option of the City. Only that individual listed, as the contact person in this Notice shall be contacted.

CITY OF VENICE, FLORIDA
Peter Boers, Procurement Manager

PUBLISH: September 4, 2018
September 8, 2018

SECTION 1: GENERAL CONDITIONS & INSTRUCTIONS TO OFFERORS

DEFINED TERMS

Terms used in this solicitation are defined and have the meaning assigned to them. The term "Offeror" means one that submits a proposal directly to CITY as distinct from a Sub-Offeror, who submits a Proposal to the Offeror. The term "Successful Offeror" means the qualified, responsible and responsive Offeror to whom the City of Venice (on the basis of CITY'S evaluation as hereinafter provided) makes an award. The term "CITY" refers to the City of Venice, a municipal corporation of the State of Florida. The term "RFQ" refers to this Sealed REQUEST FOR QUALIFICATIONS. The term "solicitation" refers to the entire RFQ package and the Offeror's submittal as a response to this RFQ. The term "submittal" refers to all documentation and information as submitted by the Offeror in response to this solicitation. The term "Department" refers to the State of Florida Department of Transportation.

1. OFFEROR REGISTRATION

Offerors who obtain solicitation documents from sources other than the City or download from <http://www.demandstar.com/> must officially register receipt of the solicitation with the City's Procurement- Finance Department in order to be placed on the notification list for any forthcoming addendum or other official communications. Failure to register as a prospective Offeror may cause your submittal to be rejected as non-responsive if you have submitted a response without acknowledgment of issued addenda. The City of Venice is not responsible for the accuracy of bid documents and information obtained from any source other than <http://www.demandstar.com/>.

2. CONTACT

All prospective Offerors are hereby instructed not to contact any member of the City of Venice City Council, City Manager, or City of Venice staff member other than the contact person indicated in this RFQ regarding this solicitation or their submittal at any time prior to the final evaluation and recommended ranking by the City staff for this project. Any such contact shall be cause for rejection of your submittal.

3. ADDENDA AND INQUIRIES

3.1 If there is any doubt as to the true meaning of the specifications and information provided, Offerors may submit written or faxed inquiries regarding this solicitation to the Procurement- Finance Department, 401 West Venice Avenue, Room # 204 Venice, FL 34285, Fax No. (941) 486-2790. The City will respond to written or faxed inquiries received by the posted deadline for questions. Inquiries must reference the date and time of opening, and the solicitation number. Failure to comply with this condition shall result in the Offeror waiving their right to dispute the specifications and information provided in the solicitation document.

3.2 Any change to this solicitation shall be made by addenda duly issued to each registered Offeror. Receipt of such addenda must be so noted on or within your response. It is the Offeror's responsibility to make contact through the Internet or phone to determine if Addenda have been issued.

3.3 Oral Inquiries: The City will not respond to oral inquiries.

4. PUBLIC OPENING

Submittals shall be received in the Procurement- Finance Department, 401 W. Venice Ave, Venice, FL 34285 by the date and time indicated on these documents. As soon as possible thereafter, the names of the Offerors shall be read off at the specified location.

5. DELAYS

The City, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the City to do so. The City will notify Offerors of all changes in scheduled due dates by written addenda.

6. PROPOSAL SUBMISSION AND WITHDRAWAL

6.1 Address to send submittal:

Procurement- Finance Department
City of Venice
401 W. Venice Ave, Room # 204.
Venice, FL 34285

6.2 The outside of the envelope/container must be identified with the solicitation number and title as stated above. The envelope/container must also include the Offeror's name and return address.

6.3 Submittals may be withdrawn by an appropriate document duly executed (in the manner that a Submittal must be executed) and delivered to the place where Submittals are to be submitted at any time prior to the deadline for submission. A request for withdrawal or a modification must be in writing and signed by a person duly authorized to do so. Evidence of such authority must accompany the request for withdrawal or modification. Withdrawal of a Submittal will not prejudice the rights of an Offeror to submit a new Submittal prior to the opening date and time. After expiration of the period for receiving Submittals, no Submittal may be withdrawn or modified.

6.4 Withdrawal of Submittals after Opening Date: Submittals, once opened, become the property of the City and will not be returned to the Offerors. Submittals not so withdrawn before the opening constitute an irrevocable offer for a period of one-hundred-eighty (180) days to provide the City the services set forth in these specifications until one or more of the proposals

have been accepted by City staff. No Offeror may withdraw their proposal during this one-hundred-eighty (180) day period.

6.5 Number of Submittal Copies: Offerors shall submit six (6) complete sets (one original and five copies) of the submittal complete with all supporting documentation (i.e. photographs, drawings, and exhibits) in a sealed envelope/container marked as noted above.

6.6 Proposal Is Not Binding: The Offeror understands that responding to this solicitation does not constitute an agreement or contract with the Offeror. A submittal is not binding until submittal is reviewed and accepted by the appropriate level of authority and both parties execute a contract.

6.7 Responsibility for getting a submittal to the City on or before the specified date and time is solely and strictly that of the Offeror. The City will not be responsible for any delay, for any reason whatsoever. Submittals by telephone, telegram, facsimile machines, and Internet, will not be acceptable. Submittals must be received and stamped on the outside of the envelope with the time and date, in the Purchasing Department by the date and time specified for opening.

6.8 LATE SUBMITTALS – Submittals received after the date and time of the opening will not be considered and will not be opened. It will be the Offeror's responsibility to make arrangements for the return of their submittal at their expense.

7. PRICES, TERMS AND PAYMENT:

7.1 INVOICING AND PAYMENT: The Successful Offeror shall be paid upon submission of proper certified invoices to the ordering agency at the prices stipulated on the contract. Invoices shall contain the purchase order number. THE SUCCESSFUL OFFEROR SHALL ACCEPT NO ORDER WITHOUT A PURCHASE ORDER NUMBER FROM THE CONTRACTING ENTITY. The City reserves the right to pay for purchases made under any agreement resulting from a solicitation through its Purchasing Card Program which utilizes VISA credit cards, check or the ACH (Automated Clearing House) process. When payment is received utilizing the City credit card, an original invoice should not be mailed to the Finance Department. Only the credit card receipt is issued for this charge with the original receipt being provided with the delivery to the individual cardholder placing the order. No surcharges will be accepted for the use of purchasing cards.

7.2 TAXES: The purchase of certain items by the Contracting Entity is exempt from the payment of excise, transportation and sales tax imposed by the Federal, State and/or City governments. Such taxes must not be included in proposal prices. Upon request, applicable Federal Excise Exemption certificates will be furnished.

CONDITION AND PRICING:

~~It is understood and agreed that any item offered or shipped as a result of this bid shall be new (current model at the time of this bid). All containers shall be suitable for storage or shipment and all prices shall include standard commercial packaging.~~

8. SAFETY STANDARDS:- not applicable

~~Unless otherwise stipulated in the bid, all manufactured items or fabricated assemblies shall comply with applicable requirements of occupational Safety and Health Act and any standards~~

9. MANUFACTURER'S NAME AND APPROVED EQUIVALENTS:- not applicable

~~Any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition unless otherwise indicated. The bidder may offer any brand for which he/she is an authorized representative, which meets or exceeds the bid specification for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's product name and reference number. Offeror shall submit with its proposal, cuts, sketches, and descriptive literature, and/or complete specifications. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids that do not comply with these requirements, are subject to rejection. Bids lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the bid form. The City's Purchasing Office is to be notified of any proposed changes in (a) materials used, (b) manufacturing process, or (c) construction. However, changes shall not be binding upon the City unless evidenced by a Change Notice issued and signed by the Purchasing Director or designated representative.~~

10. DELIVERY: - not applicable

~~All prices shall be F.O.B. Destination, Venice, Florida. Delivery date and warranties must be written out and submitted with bids. Delivery dates, as specified, must be met.~~

11. ADDITIONAL PURCHASES ("PIGGY-BACK") BY OTHER PUBLIC AGENCIES: - not applicable

~~The Successful Offeror, by submitting a bid, authorizes other Public Agencies to "Piggy Back" or purchase equipment or services being proposed in this Request for Qualifications at prices bid unless otherwise noted on the proposal sheet.~~

13. SUBMITTAL PREPARATION COST

The City shall not be liable for any expense incurred in connection with preparation of a submittal to this document. Offerors should prepare a straightforward and concise description of the Offeror's ability to meet the requirements of this document.

14. ACCURACY OF SUBMITTAL INFORMATION

Any Offeror, who states in their submittal any information that is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

15. LICENSES

Licensed and Certified: Offeror's, both corporate and individual, must be fully licensed and certified for the type of work to be performed in the state of Florida at the time of submittal and during the entire Contract time.

16. LOCAL PREFERENCE- not applicable

~~16.1 Unless otherwise noted in the solicitation, preference shall be given to a "local business" in the awarding of any Invitation to Bid (ITB), Request for Proposal (RFP) or Request for Qualifications (RFQ) in accordance with Section 2-217 of the City of Venice's Code. Local preference shall not apply to other types of solicitations unless explicitly stated in the subject solicitation.~~

~~16.2 "Local business" means the vendor has paid a local business tax to either Sarasota, Manatee, DeSoto or Charlotte County, whichever county the vendor is located, if applicable prior to bid submission that authorizes the vendor to provide the commodities or services to be purchased, and maintains a permanent physical business address located within the limits of either Sarasota, Manatee, DeSoto or Charlotte County from which the vendor operates or performs business, and at which at least one full-time employee is located.~~

~~16.3 In addition, fifty percent (50%) or more of the employees based at the local business location must reside within Sarasota, Manatee, DeSoto or Charlotte County.~~

~~16.4 In the event the local office is not the primary location of the vendor, at least ten percent (10%) of the vendor's entire full-time employees must be based at the local office location. Alternatively, this requirement may be satisfied if at least one corporate officer, managing partner or principal owner of the vendor resides in Sarasota, Manatee, DeSoto or Charlotte County.~~

~~16.5 Offerors wishing to be given preference as a local business must submit with their offer, all of the Local Preference documentation identified in the "Required Forms Section" of the solicitation.~~

~~16.6 For local preference to be granted, the name of the company represented on the required forms must be the same as the name on the Local Preference documentation.~~

~~16.7 Information regarding Sarasota County's Local Business Tax can be found at www.sarasotataxcollector.governmax.com.~~

~~16.8 In case of a proposal submitted by more than one entity, any one of those entities can qualify the proposal for the local preference. Sub-contractors or sub-consultants cannot qualify a proposal for local preference.~~

17. POSTING OF NOTICE OF INTENT

A notice of intent for award will be posted for review by interested parties in City Hall and/or on the City's website prior to submission through the appropriate approval process to the appropriate level for final approval of award.

18. PUBLIC RECORDS/TABULATION

Submittals are public records, subject to the provisions of Chapters 119 and 120, Florida Statutes, but, as provided under statute, shall not be made public until such time as notice of a decision or intended decision is provided, or within thirty (30) days after the solicitation opening, whichever is earlier. A copy of the tabulation results will be forwarded upon receipt of a stamped, self-addressed envelope. An electronic tabulation will be posted on Demand Star at their Internet Website at <http://www.demandstar.com/>.

19. RESERVED RIGHTS

19.1 The City reserves the right to waive formalities in any submittal, and to reject any or all submittals in whole or in part, with or without cause and/or to accept the submittal that in the City's judgment will be in the best interest of the City. The City specifically reserves the right to reject any conditional submittal.

19.2 To the extent permitted by applicable state and federal laws and regulations, City reserves the right to reject any and all submittals, to waive any and all informalities not involving price, time or changes in the work with the Successful Offeror, and the right to disregard all nonconforming, non-responsive, unbalanced or conditional submittals. Submittals will be considered irregular and may be rejected, if they show serious omissions, alterations in form, additions not called for, conditions or unauthorized alterations, or irregularities of any kind.

19.3 City reserves the right to reject the submittal of any Offeror if the City believes that it would not be in the best interest of the City to make an award to that Offeror, whether because the submittal is not responsive or the Offeror is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by City.

19.4 The City reserves the right to terminate the contract with any vendor who fails to meet a deadline or shows incompetency.

20. INDEMNIFICATION/HOLD HARMLESS

The Offeror shall indemnify and hold harmless the City and its officers and employees from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Offeror and other persons employed or utilized by the Offeror in the performance of the contract.

21. PUBLIC ENTITY CRIMES/NON-COLLUSIVE AFFIDAVIT

21.1 Each Offeror shall complete the Non-Collusive Affidavit and the Public Entity Crimes Form and shall submit the forms with the submittal. CITY considers the failure of the Offeror to submit these documents to be a major irregularity and may be cause for rejection of their submittal.

21.2 A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a response on a contract to provide any goods or services to a public entity, may not submit a response on a contract with a public entity for the construction or repair of a public building or public work, may not submit responses on leases of real property to a public entity, may not be awarded or perform work as a Offeror, supplier, Sub-Offeror, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor

list.

21.3 Termination for Cause: Any Agreement with the City obtained in violation of this Section shall be subject to termination for cause. A Sub-Officer who obtains a subcontract in violation of this Section shall be removed from the Project and promptly replaced by a Sub-Officer acceptable to the City.

22. GRATUITIES AND KICKBACKS

22.1 Gratuities: It is unethical for any person to offer, give, or agree to give any employee or for any employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, audit, or in any other advisory capacity in any proceeding or application, request for ruling, determination claim or controversy, or other particular matter, pertaining to any program requirement or an Agreement or subcontract, or to any solicitation or proposal therefore.

22.2 Kickbacks: It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a Sub-Officer under a Contract to Officer or higher tier Sub-Officer any person associated therewith, as an inducement of the award of a subcontract or order.

22.3 Contract Clause: The prohibition against gratuities and kickbacks prescribed in this section shall be conspicuously set forth in every Contract and subcontract and solicitation therefore.

23. EQUAL EMPLOYMENT OPPORTUNITY

Officer shall be in compliance with Executive Order 11426 Equal Opportunity as amended by Executive Order 11375, and as supplemented by the Department of Labor Regulations as applicable.

24. CONFLICT OF INTEREST

No employee of an agency acting in his or her official capacity as a purchasing agent, or public officer acting in his or her official capacity, shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for his or her own agency from any business entity of which the officer or employee or the officer's or employee's spouse or child is an officer, partner, director, or proprietor or in which such officer or employee or the officer's or employee's spouse or child, or any combination of them, has a material interest. Nor shall a public officer or employee, acting in a private capacity, rent, lease, or sell any realty, goods, or services to the officer's or employee's own agency, if he or she is a state officer or employee, or to any political subdivision or any agency thereof, if he or she is serving as an officer or employee of that political subdivision. The foregoing shall not apply to district offices maintained by legislators when such offices are located in the legislator's place of business or when such offices are on property wholly or partially owned by the legislator. This subsection shall not affect or be construed to prohibit contracts entered into prior to:

October 1, 1975.
Qualification for elective office.

Appointment to public office.
Beginning public employment

25. DRUG FREE WORKPLACE:

The City of Venice has adopted a policy in observance of the Drug Free Work Place Act of 1988. Therefore, it is unlawful to manufacture, distribute, disperse, possess, or use any controlled substance in the City of Venice workplace.

The City of Venice requests the attached Drug Free Workplace Affidavit to accompany your response. This form has been adopted by the City in accordance with the Drug Free Workplace Act. The City will not disqualify any respondent who does not concur with the affidavit. The Drug Free Workplace Affidavit is primarily used as tiebreaker when two or more separate entities have submitted proposals at the same price, terms and conditions.

26. APPLICABLE LAWS

Interested parties are advised that all City contracts and/or documentation pertinent to this solicitation are subject in full or in part to all legal requirements provided in applicable City Ordinances, State Statutes, and Federal Regulations. Uniform Commercial Code, Chapter 672, Florida State Statutes shall prevail, as the basis for contractual obligations between the Officer and the City for any terms and conditions not specifically stated within the context of this contract.

27. COMPETENT PERSONNEL

The Officer agrees that it will endeavor to perform services in a manner consistent with that degree of care and skill ordinarily exercised by members of the architecture/engineering profession currently practicing under similar circumstances.

28. EXAMINATION OF CONTRACT DOCUMENTS AND SITE

28.1 Before delivering a submittal, each Officer must (a) consider federal, state and local laws, ordinances, rules and regulations that may in any manner affect cost, or performance of the work, (b) study and carefully correlate the Officer's observations with the solicitation documents; and notify the Purchasing Manager of all conflicts, errors and discrepancies, if any, in the solicitation documents.

28.2 The Officer, by and through delivering a submittal, agrees that they shall be held responsible for having familiarized themselves with the nature and extent of any local conditions that may affect the services.

29. SPECIFICATIONS

29.1 The apparent silence of the specification as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of the Specifications shall be made on the basis of this statement.

29.2 For the purpose of evaluation, the Offeror must indicate any variance or exceptions to the stated Specifications, no matter how slight. Deviations should be explained in detail. Absence of variations and/or corrections will be interpreted to mean that the Offeror meets all the Specifications in every respect.

30. CANCELLATION CLAUSE

Failure to comply with any of the terms, conditions, specifications and/or service requirements will be just cause for termination of this contract by a thirty (30) day written notice of intent forwarded to the successful Offeror.

31. ACCEPTING CONTENT OF PROPOSAL

By delivering a submittal in response to this solicitation document, the Offeror certifies that they have fully read and understand the context of the solicitation document and have full knowledge of the scope, nature, and detailed requirements of services and/or commodities to be provided and performed. Submittals shall be returned in the sequential manner as requested in the "Submittal Format and Requirements" section of this solicitation.

32. TAXES

The negotiated cost shall include other incidental charges that may be required to provide the services. The City of Venice is exempt from the payment of Federal and State taxes, including sales tax. Your cost proposal shall not include sales tax to be collected from the City. The City's sales tax exemption is not available to you for items you purchase, regardless of whether these items will be transferred to the City.

33. ASSIGNMENT

33.1 Successful Offeror shall not assign, transfer or subject the Contract or its rights, title or interests or obligations therein without City's prior written approval.

33.2 Violation of the terms of this paragraph shall constitute a breach of the Contract by Successful Offeror and City may, at its discretion, cancel the Contract and all rights, title and interest of Successful Offeror shall thereupon cease and terminate.

34. SOLICITATION FORMS

34.1 If the Offeror cannot meet a service or equipment requirement, then the phrase "not available" should be entered on the Proposal Form for that service requirement. In the case of a "not available" remark, the Offeror may offer an alternative service. Alternate submittals may be submitted for consideration. It will be at the City's sole discretion to accept or reject any and all alternate submittals received.

34.2 This solicitation presents the City's minimum requirements under present methods of operation. Responses to this request should address these requirements, but Offerors are encouraged to suggest any additional services or commodities, which in their opinion, would be in the best interest of the City.

34.3 Submittals may be delivered, which deviate from the requirements herein, providing that they are clearly identified as

alternate submittals and providing further that it can be demonstrated that stated requirements are substantially improved or are not compromised or prejudiced by such deviations; and, that it would be clearly in the interest of the City that an alternative proposal be considered. Such alternative proposals will be provisionally accepted for consideration, subject to the reserved right of the City to make the determination whether the above stated conditions for alternate proposals have been satisfied and subject further to the reserved right of the City to accept or reject these proposals upon the basis of the determination.

35. DISCLOSURE – PUBLIC OFFICER, PUBLIC EMPLOYEE OR ADVISORY BOARD MEMBER OF CITY

35.1 Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit any public officer, employee, or advisory board member of the City from holding any employment or contractual relationship with any business entity doing business with the City.

Section 112.313(12) provides that a public officer, employee, or advisory board member will not be in violation of the prohibition if all three of the following conditions are met. The filing of the disclosure form with the Supervisor of Elections is the sole responsibility of the Proposer and must be filed prior to or at the time of submission of the proposal. A copy of the filed disclosure form shall be submitted as part of the proposal.

35.2 Bid is awarded under a sealed, competitive Proposal to lowest or best Proposer system. Advisory board member is required to, prior to or at the time of the submission of the proposal, file a statement with the Supervisor of Elections, disclosing his interest and the nature of the intended business. The form is entitled "Form 3A Interest in Competitive Proposal for Public Business," a copy of which is available from the City's Procurement- Finance Department.

35.3 The public officer, employee, or advisory board member, spouse, or child is required to have in no way used or attempted to use his influence to persuade a member of the City or any of its personnel to enter into such a contract other than by the mere submission of the proposal.

35.4 The public officer, employee, or advisory board member, spouse, or child is required to have in no way participated in the determination of the Bid specifications or the determination of the lowest or best Proposer.

36. BID PROTESTS

In any case where a bidder wishes to protest either the results of or the intended disposition of any bid, the bidder must:

36.1 File a written notice to the City Manager of the bidder's intention to protest within three (3) business days of the bid opening or the City's declaration of intent with regard to the disposition. Upon receipt of a protest, the bid process shall be suspended until the protest procedure herein described has been completed.

36.2 Within five (5) days of filing the written notice of intent to protest, the protester shall file a formal written protest with the City Manager, acting as the bid protest officer, explaining in detail the nature of the protest and the grounds on which it is based. During this five-day period, the protester is encouraged to attempt to resolve the issue with the City's Finance Department.

36.3 The protester must include with the formal written protest a bid protest bond in the form of a certified check, cashier's check or money order made payable to the city in an amount equal to five percent (5%) of the lowest acceptable bid. The bond will be deposited with the Cashier's Office where it will be put into an account and the protester will receive a receipt.

36.4 Upon timely receipt of the formal written protest and protest bond, the City must:

- (1) Issue formal findings of fact and a written decision with regard to the validity or non-validity of the formal written protest within ten (10) business days of the City's receipt of the protest.
- (2) Within two (2) business days of receipt of the formal findings of fact and written decision, the City shall notify the protester of the decision of the bid protest officer. Such notification shall be transmitted via certified return receipt mail.

36.5 Should the protest be found to be without merit or validity, the bid protest bond shall be forfeited to the City in its entirety, and the bid process may resume. If a decision favorable in whole or in part to the protest is rendered, a check for the full amount of the bond will be returned to the protester.

37. SCRUTINIZED COMPANIES

Pursuant to Section 287.135, F.S., a company that, at the time of bidding or submitting a proposal for a new contract or renewal of an existing contract, is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, F.S., is ineligible for, and may not bid on, submit a proposal for, or enter into or renew a contract with an agency or local governmental entity for goods or services of \$1 million or more. Any contract with an agency or local governmental entity for goods or services of \$1 million or more entered into or renewed on or after 1, 2011, must contain a provision that allows for the termination of such contract at the option of the awarding body if the company is found to have submitted a false certification as provided under Subsection 287.135(5), F.S., or has been placed on either of the aforementioned lists. The City agrees to comply with the requirements of Section 287.135, F.S. in connection with the implementation of this Project.

SECTION 2: SCOPE OF WORK

The City is seeking a qualified firm (Consultant) to provide Professional Design and related Architectural/Engineering and Construction Oversight Services for the Fire Rescue Station 1 Project at 112 South Harbor Dr. The scope of work will include, but not be limited to:

A. Data collection and Design concept phase:

The Consultant shall utilize the Venice Fire Rescue the Facility Analysis Due Diligence Study for Venice Fire Station 1 Replacement (**ATTACHMENT A**) as a basis for the design of this facility. Based upon the present and future facility needs for fire/EMS service from this location over the anticipated 30 to 50 year facility lifecycle of the structure to be constructed they will develop a conceptual design plan.

The anticipated design shall include three (3) apparatus bays, working/storage spaces, living spaces, sleeping area, kitchen & lounge, offices, physical fitness area, community conference room, back-up generator to supply both the fire station and City Hall and be approximately 11,000 to 13,000 square feet in size, public parking for visitors, parking for fire crews and City Hall employees. The project shall also include an expansion and renovation to City Hall, increased Air chiller capacity to supply both the Fire Station and City Hall, a dual service back-up power generator to operate all of City Hall and the Fire station, and the paving of Lord Higel House parking area.

The new fire station shall be designed with a blend of the latest practices in emergency management and traditional methods of service delivery. The fire station shall be consistent with the requirements for building design in the City of Venice and shall employ strategies to reduce energy costs.

The Consultant shall provide all provide all Professional Architecture and Engineering services, including Civil Engineering and Landscape Architecture in the design and construction of the Fire Station.

The consultant shall be required to have a minimum of two user group meetings for input into design with the department design team. The size of the building and specific features shall be finalized after review by department design team and approval by management of the conceptual design plan. Conceptual floor plans and color elevation renderings are required.

The Consultant shall meet with the governing code officials to discuss code compliance before moving into formal design/bid phase.

Based upon the information provided during this phase, the architect shall provide a construction cost estimate.

B. Design and Bidding phase:

The Consultant shall be responsible for 100% design drawings and construction documents. These plans and specifications shall be produced and delivered for review at 30%, 60%, 90% and 100% design. It is the City's Intent to engage a Construction Manager at Risk (CM) for this project. Consultant shall provide prompt responses to CM requests to avoid project delays. Coordination with the CM and completion of the design for CM to provide a guaranteed maximum price (GMP) shall be the responsibility of Consultant. Regular coordination with CM to conduct

constructability reviews and timely review of CM Control Estimates is essential to meeting the project timeline.

The station shall be designed in accordance with Section 255.2575, Florida Statute on energy-efficient and sustainable buildings. The architect and civil engineer will coordinate with all regulatory agencies to ensure that all designs are in compliance applicable regulations.

The City is interested in sustainable and efficient design ideas that can be accomplished within the budget limitations and without compromising the Program requirements for the Fire Station; however a LEED certification level minimum requirement has not been established.

C. Construction Oversight:

Provide construction oversight services as the City's representative for the project including during construction, final inspection, close out and one-year warranty inspection. Consultant should expect to provide significant presence on site during construction and provide significant coordination with the City representative(s).

Construction oversight shall include the review of materials and workmanship and approval and/or rejection of the same and documentation thereof.

Construction oversight shall include the review and approval of any change orders after consultation with and approval of the City representative(s).

Construction oversight shall include the review of any requests for time extension or rain days by the CM and recommendation for the approval or denial of such to the City representative(s).

Construction oversight shall include the review and approval recommendations of all pay applications to the City representative(s).

Project Requirements:

The Consultant shall be responsible for knowledge of and compliance with all federal, state and local laws, rules, practices and regulations. The Consultant must conclusively demonstrate their ability to professionally represent the City before any and all regulatory agencies and departments as may be required. The Consultant shall work in close cooperation and coordinate their work through Venice Fire Department designee(s).

Consultant Services shall generally include but are not limited to: review of the criteria used to determine the space needs for this project (specifically to assess the space needs for facilities, vehicle access, exit, and internal circulation, Project Programming, Schematic Design, Design Development, Construction Documents, required Specifications Sections including Division 0, Cost Estimating, Permitting, Bid Phase Assistance, Shop Drawing Review and Contract Administration Services. It is the intent of the CITY to incorporate AIA Document A201-2007 General Conditions of the Contract for Construction into the agreement executed with the selected Construction Manager (CM).

The project shall be designed and constructed for a complete delivery of the project in full conformance with all applicable laws, regulatory rules, regulations and permitting requirements.

MINIMUM REQUIREMENTS

In order for a Proposal to be considered by the City, Proposers shall demonstrate in their Proposals compliance with the following minimum requirements:

- i. The Consultant's team must be currently licensed and authorized in the State of Florida to perform their respective professional services required of the Project. Specifically, Consultant and Consultant's team must show experience working with projects similar in scope and dealing with all applicable building codes, in addition to the Florida Building Code, Commission for Accreditation for Law Enforcement Agencies; Essential Facility Life Safety Code, Critical Operations Power Systems, etc.
- ii. Proposers must be currently insured and satisfy insurance requirements applicable by Law to perform the services, with insurance certificates that state the name of the Proposer, current street address of the business and the type of work that the Business Tax Receipt is issued for, and all additional insurance requirements, including required endorsements, as specified herein.

The City will not consider Proposals that fail to demonstrate compliance with the above requirements. The Consultant shall maintain and keep in force throughout the life of the Contract all renewals and extensions, if any, pertaining or relating to the requirements specified in this Section. Failure of the Consultant to comply with these requirements will be sufficient grounds for the City to declare the Consultant in default and subject the Contract to possible termination by the City.

SOLICITATION TIMETABLE

The anticipated schedule for this Solicitation and the award of any resulting Contract shall be as follows:

RFQ TIMETABLE	
RFQ advertised	September 1, 2018
Deadline for written questions	September 21, 2018
Due Date and Time for this RFQ	October 5, 2018
First Evaluation Meeting and Shortlist for Presentations	TBD
Presentations and Oral Interviews	TBD
Award Recommendation of Ranking	TBD

The above schedule is not final. The City reserves the right to modify the above dates and times, at its discretion.

SECTION 3: INSURANCE INFORMATION

Before performing any work, the CONSULTANT shall procure and maintain, during the life of the Contract, insurance listed below. The policies of insurance shall be primary and written on forms acceptable to the City and placed with insurance carriers approved and licensed by the Insurance Department in the State of Florida and meet a minimum financial AM Best and Company rating of no less than A: VII. No changes are to be made to these specifications without prior written specific approval by the City.

1. The City of Venice is to be specifically included as an **ADDITIONAL INSURED** (with regards to General Liability and Business Auto).
2. The City of Venice shall be named as Certificate Holder. ***Please Note that the Certificate Holder should read as follows:***

The City of Venice
401 W. Venice Avenue
Venice, FL 34285

No City Division, Department, or individual name should appear on the certificate. **NO OTHER FORMAT WILL BE ACCEPTABLE.**

3. The "Acord" certification of insurance form should be used.
4. Required Coverage
 - a) **Commercial General Liability:** including but not limited to bodily injury, property damage, contractual liability, products and completed operations, and personal injury with limits of not less than \$1,000,000 per occurrence, \$1,000,000 aggregate covering all work performed under this Contract. Include broad form property damage (provide insurance for damage to property under the care custody and control of the CONSULTANT)
 - b) **Business Auto Policy:** including bodily injury and property damage for all vehicles owned, leased, hired and non-owned vehicles with limits of not less than \$1,000,000 combined single limit covering all work performed under this Contract.
 - c) **Workers Compensation:** CONSULTANT will provide Workers Compensation Insurance on behalf of all employees, including sub-contractors, who are to provide a service under this Contract, as required under Florida Law, Chapter 440, and Employers Liability with limits of not less than \$100,000 per employee per accident; \$500,000 disease aggregate; and \$100,000 per employee per disease.
 - d) **Professional Liability:** with limits of not less than \$1,000,000 for professional services rendered in accordance with this contract. CONSULTANT shall maintain such insurance for at least two (2) years from the termination of this contract and during this two (2) year period the CONSULTANT shall use their best efforts to ensure that there is no change of the retroactive date on this insurance coverage. If there is a change that reduces or restricts the coverage carried during the contract, the CONSULTANT shall notify the City's Administrative Services Department within thirty (30) days of the change.
5. Policy Form:
 - a) All policies required by this Contract, with the exception of Workers Compensation, or unless specific approval is given by the City, are to be written on an occurrence basis, shall name the City of Venice, its Elected Officials, Officers, Agents, Employees as additional insured as their interest may appear under this Contract. Insurer(s), with the exception of Workers Compensation, shall agree to waive all rights of subrogation against the City of Venice, its Elected Officials, Officers, Agents, and Employees.

- b) Insurance requirements itemized in this Contract, and required of the CONSULTANT, shall be provided on behalf of all subcontractors to cover their operations performed under this Contract. The CONSULTANT shall be held responsible for any modifications, deviations, or omissions in these insurance requirements as they apply to subcontractors.
- c) Each insurance policy required by this Contract shall:
 - (1) apply separately to each insured against whom claim is made and suit is brought, except with respect to limits of the insurer's liability;
 - (2) be endorsed to state that coverage shall not be suspended, voided or canceled by either party except after thirty (30) calendar days prior written notice by certified mail, return receipt requested, has been given to the City of Venice's Director of Administrative Services.
- d) The City shall retain the right to review, at any time, coverage form, and amount of insurance.
- e) The procuring of required policies of insurance shall not be construed to limit CONSULTANT's liability nor to fulfill the indemnification provisions and requirements of this Contract.
- f) The CONSULTANT shall be solely responsible for payment of all premiums for insurance contributing to the satisfaction of this Contract and shall be solely responsible for the payment of any deductible and/or retention to which such policies are subject, whether or not the City is an insured under the policy. In the event that claims in excess of the insured amounts provided herein are filed by reason of operations under the contract, the amount excess of such claims, or any portion thereof, may be withheld from any payment due or to become due to the CONSULTANT until such time the CONSULTANT shall furnish additional security covering such claims as may be determined by the City.
- g) Claims Made Policies will be accepted for professional and hazardous materials and such other risks as are authorized by the City. All Claims Made Policies contributing to the satisfaction of the insurance requirements herein shall have an extended reporting period option or automatic coverage of not less than two years. If provided as an option, the CONSULTANT agrees to purchase the extended reporting period on cancellation or termination unless a new policy is affected with a retroactive date, including at least the last policy year.
- h) Certificates of Insurance evidencing Claims Made or Occurrence form coverage and conditions to this Contract, as well as the City's Bid Number and description of work, are to be furnished to the City's Director of Administrative Services, 401 West Venice Avenue, Venice, FL 34285, ten (10) business days prior to commencement of work and a minimum of thirty (30) calendar days prior to expiration of the insurance policy.
- i) Notices of Accidents and Notices of Claims associated with work being performed under this Contract, shall be provided to the CONSULTANT's insurance company and the City's Director of Administrative Services, as soon as practicable after notice to the insured.
- j) All property losses shall be payable to, and adjusted with, the City.

END OF SECTION

SECTION 4: SELECTION PROCESS

RFQ SELECTION PROCEDURES

Selection Process

Selection of a Consultant will adhere to the conditions of 287.055 Florida Statutes, the Consultant's Competitive Negotiations Act. A Selection Committee made up of members as described herein will review all responses to the RFQ, establish a shortlist, and may hear presentations by the Firms on the shortlist, rank the Firms, and present the rankings to the City Council for approval. Negotiations will begin with the top ranked firm(s).

To determine the relative ability of each firm to provide the required services, the City shall consider as a minimum the criteria given below. The order of the format is important to facilitate an efficient and uniform review of the packages as provided for in the submission criteria. A list of the top ranked Firms will be established after detailed review of the qualifications. The Firms will be ranked using the qualifications criteria below.

The following steps will be followed in the selection process:

1. City management and staff will review each response that is submitted and determine which ones are considered responsive to the RFQ.
2. The Selection Committee tasked with the review of the responses to the RFQ will meet to review, discuss, and independently score the responses in a publicly advertised meeting using the selection criteria matrix attached, and short-list proposers to be invited for interviews and oral presentations
3. The Selection Committee will interview the shortlisted proposers and then rank them in order of preference.
4. City staff will negotiate a contract with the top ranked proposer. If staff is unable to negotiate a satisfactory contract with the highest ranked firm negotiations will be terminated with that firm and then negotiation with the next highest-ranked firm will proceed and so on in order of preference if needed.
5. The negotiated contract shall be presented to City Council for consideration and approval.

Selection Committee

The City reserves the right to increase or decrease the number of individuals that are members of the Selection Committee and/or replace individuals as needed in order to assure meeting the schedule. However, no less than three (3) individuals will be used for shortlisting the Proposals received. The same individuals shall be utilized for the presentations, if necessary. However, if a conflict in schedule causes a change in personnel, the City reserves the right to proceed without that individual. It is the intention to utilize a Selection Committee during the presentations consisting of no less than three (3) individuals to hear the presentations.

Scoring Method

The scoring method for the RFQ will be based on the Required Response Format of the qualifications response. There will be no points given to the letter of interest.

SELECTION CRITERIA	WEIGHT %
Project team's professional qualifications, and key personnel experience.	40%
Project team experience with governments of similar size to the City.	30%
Ability to perform the services expeditiously at the request of the City. Location and availability of technical support people and assigned project manager to the City.	20%
Completeness of RFQ submittal	10%

Project team's professional qualifications and key personnel experience 40%

This section requires that the project team organizational chart, resumes and key personnel experience make the lines of communication and responsibility very clear as well as who the Client Manager is. Maximum points will be given to key personnel experience that is relevant to projects with governments of similar size to the City of Venice. In addition, higher value will be given to a team that includes key personnel experience demonstrating the capability to perform all or most aspects of the project, and recent experience in Fire Rescue projects comparable to the proposed task. The quality of projects previously undertaken, and capability to complete projects on budget will also be considered.

Project team experience/references 30%

This section of the RFQ deals with relevant and related experience and qualifications. Maximum points will be given to projects where the related experience and qualifications of the firm correlates directly with the project team members per the organizational chart and their resumes. In addition, higher value will be given to work performed for governments of a similar size to the City of Venice. Recent work experience will be weighted more heavily than historical experience. The team's reputation for professional integrity and competence will also be considered.

Provide a specific reference for contact by the City that can attest to the work performed by the consulting team member. One should anticipate that these references will be called and that the responses to these references will affect the awarding of points in this category.

Ability to perform the services expeditiously at the request of the City. Location and availability of technical support people and assigned project manager to the City 20%

The points will be awarded based on factors such as the physical location of the Firm's office and its Design Professionals and sub-consultants, as well as on the degree of interest shown in undertaking the project. All key personnel shall have their primary work location identified in the submittal. Firms that have the ability to complete all the services in-house may be awarded more points than firms that require sub-consultants unless a compelling rationale is given as to why the diversified team approach is better for this particular project. Firms that do not adequately anticipate nor cover in-house all of the services required (such as ecological, hydrogeological, structural engineering services, etc.) will receive less points than firms whose response properly identifies all the design professionals required to provide the scope of services.

Completeness of RFQ submittal 10%

RFQ packages must include adequate proof of insurance coverage for all team member firms and proof of professional registrations required to perform design and permitting activities required by the project and include all other required forms (such as the Drug Free Workplace Form, etc.).

Other Considerations

The City will allow an Additional Consideration Section for the applicants to present any other relevant information that they believe should be considered during the qualifications shortlisting process. This information can include a preliminary project approach, recommendation letters, color photos, or any other type of information that they feel should be taken into account during our selection process.

Shortlisting and Notification

Subsequent to selection and approval by the City, all respondents to this solicitation will be notified in writing regarding the selection of the top ranked Firms.

Reuse of Design Ideas

Upon submittal of proposals and oral presentations, all information becomes public information and the concepts or design ideas advanced by any Firm may be reused directly or indirectly by the City without any limitation or payment to the Firm. Granting the City the right to reuse documents contained in the presentation and proposal is a condition of presenting the proposals.

Challenge of Notice of Intent to Award

Any person adversely affected by the City's decision, or intended decision, on the award is entitled to challenge the award by filing a written notice of protest within 72 hours after the posting of the intent to award. A copy of the City's protest procedures may be obtained through the Purchasing Department upon request.

Rejection of Proposals

The City of Venice reserves the right to waive minor proposal irregularities, and to reject any and all Proposals or parts thereof, or to accept the Proposal(s) or parts thereof, when considered by it to be in the best interest of the City.

END OF SECTION

SECTION 6: SUBMISSIONS DETAILS

REQUEST FOR QUALIFICATIONS (RFQ) RESPONSE & PROCEDURES

Submittal Requirements

Proposers interested in being considered for this selection must submit one (1) original, five (5) copies, and one (1) electronic copy (CD or Thumb Drive) of the Response Package using the forms provided. The qualifications submittal shall include the following required information. Submittals lacking the required elements listed below may be considered non-responsive, may lose points, or be disqualified at the discretion of the City

Response Due Date

Qualifications Submittals are due no later than the date provided in the Request for Qualifications.

Submittals are to be delivered to:

City of Venice
Procurement- Finance Department
401 W. Venice Avenue – Purchasing - Room 204
Venice, FL 34285

Required Response Format

Tab 1	One-page Letter of Interest
Tab 2	Project team's qualifications and key personnel experience.
Tab 3	Project team experience/references
Tab 4	Ability to perform the services expeditiously at the request of the City. Location and availability of technical support people and assigned project manager to the City. Provide current and pending work on other projects
Tab 5	Additional considerations
Tab 6	Required Forms, Certificate of Insurance, Certifications.

Questions during RFQ Phase

Questions must be submitted in writing to pboers@venicegov.com or by fax to (941) 486-2790, Attn: Peter Boers, Purchasing Manager, for the City's consideration no later than 1:00 PM on September 21, 2018. Responses will be provided in writing by and posted on www.demandstar.com for download and will be available through the Purchasing office.

Litigation Statement

Proposer shall verify in writing that they have not been sued by or taken legal action against the City within the last 5 years. If either event has occurred, the Proposer is to provide documentation describing events.

Drug Free Workplace Act

Proposer shall certify in writing to the City that they have established a drug free workplace.

Conflict of Interest Statement

Proposer verifies absence of or identifies up front any potential conflicts of interest.

Public Entities Crimes (FS 287.133)

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid or proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Consultant, Supplier, Subcontractor, or Design Firm under a contract with any public entity, and may not transact business with any public entity in excess of twenty-five thousand dollars (\$25,000.00) for a period of 36 months from the date of being placed on the convicted vendor list.

Bonding Requirements

No Bid Bond or Payment and Performance Bonds will be required.

Required Forms

Each respondent shall submit the required information form as attached:

- Qualifications Statement,
- Project Team Form,
- Public Entity Crimes Form,
- Drug Free Workplace Form,
- Indemnification/Hold Harmless Statement,
- Certification Regarding Debarments, Suspension, Ineligibility and Voluntary Exclusion,
- Conflict of Interest, and Litigation Statement,
- Non-Collusion Affidavit.

All Required forms are included in this package.

APPENDIX

**SEALED REQUEST FOR QUALIFICATIONS
CITY OF VENICE, FLORIDA**

QUALIFICATIONS STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and all answers to questions made hereinafter:

SUBMITTED TO:

CITY OF VENICE
Procurement- Finance Department
401 W. Venice Avenue Room # 204
Venice, Florida 34285

CHECK ONE:

- ☐ Corporation
☐ Partnership
☐ Individual
☐ Joint Venture
☐ Other

SUBMITTED BY:

NAME: _____
ADDRESS: _____
PRINCIPLE OFFICE: _____

1. State the true, exact, correct and complete legal name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Proposer is: _____

The address of the principal place of business is: _____

2. If the Proposer is a corporation, answer the following:

- a. Date of Incorporation: _____
- b. State of Incorporation: _____
- c. President's Name: _____
- d. Vice President's Name: _____
- e. Secretary's Name: _____
- f. Treasurer's Name: _____
- g. Name and address of Resident Agent: _____

3. If Proposer is an individual or partnership, answer the following:

a. Date of Organization: _____

b. Name, address and ownership units of all partners: _____

c. State whether general or limited partnership: _____

4. If Proposer is other than an individual, corporation, partnership, describe the organization and give the name and address of principals:

5. If Proposer is operating under fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

6. How many years has your organization been in business under its present business name?

a. Under what other former names has your organization operated?

ACKNOWLEDGEMENT

State of _____ }
County of _____ } SS.

On this the _____ day of _____, 2018, before me, the undersigned Notary Public of the State of _____, personally appeared _____ and (Names of individual(s) who appeared before Notary) whose name(s) in/are Subscribed to within instrument, and he/she/they acknowledge that he/she/they executed it.

NOTARY PUBLIC
SEAL OF OFFICE:

NOTARY PUBLIC, STATE OF FLORIDA

(Name of Notary Public: Print, stamp, or type as commissioned)

☐ Personally known to me, or ☐ Produced Identification: _____ ☐ **DID** take an oath, or ☐ **DID NOT** take an oath

PROJECT TEAM

TEAM NAME: _____

FEDERAL ID No.: _____

Prime Role	Name & City of Residence of Individual Assigned to the Project	No. of Years Experience	Education, Degree(s)	Florida Active Registration Nos.
Principle-in-Charge				
Project Manager				
Project Architect				
Project Construction Administrator				
Other Key Member				
Other Key Member				
Sub-consultant Role	Company Name and Address of Office Handling this Project		Projected % of Overall Work on the Entire Project	Name of Individual Assigned to Project

PUBLIC ENTITY CRIME INFORMATION

A person or affiliate who has been placed on the State of Florida's convicted vendor list following a conviction for a public entity crime may not submit an RFQ proposal on a contract to provide any goods or services to a public entity, may not submit a response on a contract with a public entity for services in the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a CONSULTANT, supplier, Sub-Contractor, or CONSULTANT under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in **Section 2876.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.**

I, _____, being an authorized representative of the firm of _____, located at City: _____ State: _____ Zip: _____, have read and understand the contents of the Public Entity Crime Information and of this formal RFQ package, hereby submit our proposal accordingly.

Signature: _____

Date: _____

Phone: _____

Fax: _____

Federal ID#: _____

DRUG FREE WORKPLACE

Preference shall be given to business with drug-free workplace programs. Whenever two or more RFQs, which are equal with qualifications and service, are received by the City for the procurement of commodities or contractual services, an RFQ received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, your firm shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the action that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under an RFQ, a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that as a condition of working on the commodities or contractual services that are under RFQ, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by an employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Concur _____

Variance _____

Date

Contractor's Signature

INDEMNIFICATION/HOLD HARMLESS

The elected firm shall indemnify and hold harmless the City and its officers and employees from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the elected firm and other persons employed or utilized by the elected firm in the performance of the contract.

I, _____, being an authorized representative of the firm of _____ located at City _____, State _____, Zip Code _____ Phone: _____ Fax: _____.

Having read and understood the contents above, hereby submit accordingly as of this Date, _____, 2018.

Please Print Name

Signature

This signed document shall remain in effect for a period of one (1) year from the date of signature or for the contract period, whichever is longer.

**CERTIFICATION REGARDING DEBARMENTS, SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION-LOWER TIER FEDERALLY FUNDED TRANSACTIONS
STATE OF FLORIDA GRANT ASSISTANCE PURSUANT TO
AMERICAN RECOVERY AND REINVESTMENT ACT UNITED STATES
DEPARTMENT OF ENERGY AWARDS**

1. The undersigned hereby certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. The undersigned also certifies that it and its principals:
 - a. Have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - b. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 2.(a) of this Certification; and (b) Have not within a three-year period preceding this certification had one or more public transactions (Federal, State or Local) terminated for cause or default.
3. Where the undersigned is unable to certify to any of the statements in this certification, an explanation shall be attached to this certification.

Dated this _____ day of _____, 2018.

By: _____
Authorized Signature

Typed Name of Title

Recipient's Firm Name

Street Address

City/State/Zip Code

CONFLICT/NON CONFLICT OF INTEREST AND LITIGATION STATEMENT

CHECK ONE

- ☐ To the best of our knowledge, the undersigned firm has no potential conflicts of interest due to any other clients, contracts, or property interest for this project.

OR

- ☐ The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

LITIGATION STATEMENT

IN FLORIDA ONLY, JUDGMENTS AGAINST THE FIRM, AND SUITS AGAINST CITY OF VENICE. INCLUDE ACTIONS AGAINST THE FIRM BY OR AGAINST ANY LOCAL, STATE, OR FEDERAL REGULATORY AGENCY.

CHECK ONE

- ☐ The undersigned firm has had no litigation adjudicated against the firm on any projects in the last five (5) years and has filed no litigation against City of Venice in the last five (5) years.

OR

- ☐ The undersigned firm, BY ATTACHMENT TO THIS FORM, submits a summary and disposition of individual cases of litigation in Florida adjudicated against the firm during the past five (5) years; all legal actions against City of Venice during the past five (5) years; and actions by or against any Federal, State and local agency during the past five (5) years.

Company Name: _____

Authorized Signature: _____

Name (print or type): _____

Title: _____

Failure to check the appropriate blocks above may result in disqualification of your proposal. Failure to provide documentation of a possible conflict of interest, or a summary of past litigation, may result in disqualification of your proposal. Should additional information regarding the above items come to the attention of City of Venice after award, the awarded contract shall be subject to immediate termination.

NON-COLLUSION AFFIDAVIT

State of _____ }
County of _____ } SS.

_____ being first duly sworn, deposes and says that:

1. He/she is the _____, (Owner, Partner, Officer, Representative or Agent) of _____ the Proposer that has submitted the attached Proposal;
2. He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
3. Such Proposal is genuine and is not a collusive or sham Proposal;
4. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or have in any manner, directly or indirectly sought by agreement or collusion, or have in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any Proposer, firm, or person to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposal Work.

Signed, sealed and delivered
in the presence of:

By: _____

(Printed Name)

(Title)

ACKNOWLEDGEMENT

State of _____

County of _____

On this the _____ day of _____, 2018, before me, the undersigned Notary Public of the State of _____, personally appeared _____ and (Names of individual(s) who appeared before Notary) whose name(s) in/are subscribed to within instrument, and he/she/they acknowledge that he/she/they executed it.

NOTARY PUBLIC, STATE OF FLORIDA
NOTARY PUBLIC
SEAL OF OFFICE:

(Name of Notary Public: Print, stamp, or type as commissioned)

☐ Personally known to me, or ☐ Produced Identification: _____ ☐ DID take an oath, or ☐ DID NOT take an oath

DRAFT AGREEMENT FOR CONSULTANT SERVICES

Subject to modification for its final form.

This AGREEMENT is made this ____ day of 2018, between the City of Venice, a Florida municipal corporation ("CITY"), and _____ a _____ located in _____ ("CONSULTANT").

WITNESS:

WHEREAS the CITY desires CONSULTANT'S services to provide design, permitting and construction administration services during construction for the development of the City of Venice Fire Station 1 (PROJECT), and the CONSULTANT is willing to perform those services.

THEREFORE, in consideration of the premises and Agreements contained herein, the parties agree as follows:

ARTICLE I

Description of PROJECT

CONSULTANT's Services shall generally include but are not limited to: review of the criteria used to determine the space needs for this PROJECT (specifically to assess the space needs for facilities, vehicle access, exit, and internal circulation, Project Programming, Schematic Design, Design Development, Construction Documents, Cost Estimating, Permitting, Bid Phase Assistance, Shop Drawing Review and Contract Administration Services. CONSULTANT shall coordinate with and provide prompt response to the CITY to avoid project delays. CONSULTANT shall provide prompt responses to the CITY's selected construction manager's (CM) requests to avoid project delays. Coordination with the CM and completion of the design for CM to provide a guaranteed maximum price (GMP) shall be the responsibility of CONSULTANT. Regular coordination with CM to conduct constructability reviews and timely review of CM Control Estimates is essential to meeting the project timeline. The PROJECT shall be designed and constructed for a complete delivery of the PROJECT in full conformance with all applicable laws, regulatory rules, regulations and permitting requirements.

ARTICLE II

Term

The AGREEMENT shall commence immediately upon execution by both the CITY and the CONSULTANT and shall continue through completion and acceptance by the CITY of the Project.

ARTICLE III

CONSULTANT'S Scope of Services

The CONSULTANT shall perform professional Architectural and Engineering services relevant to, and required for the PROJECT in accordance with the terms and conditions set forth herein, and as provided in the Scope of Services contained in Exhibit A including the proposed schedule, the City's Request for Qualifications RFQ Number _____ - 18, and CONSULTANT'S proposal submittal in response to same, which is attached to this AGREEMENT and by this reference made a part of it as Exhibit D. CONSULTANT's Scope of Services shall include those duties identified in AIA Document A201-2007 General Conditions of the Contract for Construction. To the extent the terms and conditions described in this AGREEMENT conflict with those described in AIA Document A201-2007 General Conditions of the Contract for Construction, the terms and conditions set forth in this AGREEMENT shall control.

As soon as practical, but no later than fifteen (15) work days, after the date of this AGREEMENT, the CONSULTANT shall submit to the CITY a schedule of the CONSULTANT'S services. The CONSULTANT'S schedule shall include all activities required for the development of the design and completion of documents required for permitting and construction of the PROJECT, including but not limited to Programming, Schematic Design, Design Development, Construction Documents, CM Control Estimates and GMP reviews, and CITY reviews and approvals.

The CONSULTANT shall review the CITY'S Program requirements, site, Schedule, Budget, and other initial information for the PROJECT, and provide a preliminary evaluation, each in terms of the other, to ascertain the requirements of the PROJECT. The CONSULTANT shall notify the CITY of any inconsistencies or conflicts discovered in the information, and other information or consulting services that may be reasonably needed for the PROJECT. The

CONSULTANT shall present its preliminary evaluation to the CITY and shall discuss with the CITY alternative approaches to design and construction of the PROJECT as required. The CONSULTANT shall reach an understanding with the CITY regarding the requirements of the PROJECT. Based on the established PROJECT requirements agreed to, the CONSULTANT shall prepare a preliminary design which meets all PROJECT criteria. Throughout the development of the design, the CONSULTANT shall evaluate the proposed design against the established PROJECT requirements to ensure conformance, including but not limited to Budget and Spacial Needs requirements. Documents used for evaluation include, but are not limited to, area summaries prepared by the CONSULTANT completed at the conclusion of all design modifications, and periodic Control Estimates and the GMP completed by the CM. At anytime during the development of the design, should the proposed design not meet, comply or otherwise align with the established PROJECT requirements, the CONSULTANT, at no additional cost to the CITY, shall modify or adjust the proposed design to meet, comply and align with the established PROJECT requirements.

ARTICLE IV

Changes in Scope

If changes occur either in the CONSULTANT's Scope of Services or the Description of the PROJECT, an amendment or addendum to this AGREEMENT shall be negotiated at the request of either party.

ARTICLE V
CONSULTANT's Fee

As compensation for Basic Services as described in Exhibit B of this AGREEMENT, and for services required in the fulfillment of Article II of this AGREEMENT, the CONSULTANT shall be paid a "Basic Fee," which shall constitute full and complete payment for these services and all expenditures that may be made and expenses incurred, except as otherwise expressly provided in this AGREEMENT. The Basic Fee shall be a Not to Exceed amount of _____(\$)for _____Services.

Payment Schedule for Basic Fee.

The Basic Fee shall be paid in installments as the CONSULTANT's work progresses based on invoices submitted by the CONSULTANT no more frequently than monthly based on task percent completion as outlined in Exhibit B.

Certified Cost Records.

The CONSULTANT shall furnish certified cost records for all billings pertaining to other than lump sum fees to substantiate all charges. For those purposes, the books of account for the CONSULTANT shall be subject to audit by the CITY. The CONSULTANT shall complete work and cost records for all billings on those forms and in that manner as will be satisfactory to the CITY.

ARTICLE VI
Ownership of Plans and Documents: Records

The field notes, design notes, original drawings, as instruments of service, are and shall remain, the property of the CONSULTANT; however, the CITY shall be furnished, at no additional cost, three paper copies and one digital copy of all plans. Copies of all field documentation shall be provided to the CITY.

The CITY shall make copies for the use of the CONSULTANT, of all of its maps, records, laboratory tests or other data pertinent to the work to be performed by the CONSULTANT under this AGREEMENT, and also make available any other maps, records or other materials available to the CITY from any other public agency or body.

The CONSULTANT shall furnish to the CITY, copies of all records, field notes and documents that were developed in the course of work for the CITY and for which compensation has been received by the CONSULTANT.

ARTICLE VII

Termination

This AGREEMENT may be terminated by either party upon fifteen (15) days' prior written notice to the other party in the event of substantial failure by the other party to fulfill its obligations under this AGREEMENT through no fault of the terminating party.

This AGREEMENT may be terminated by the CITY for its convenience upon thirty (30) days' prior written notice to the CONSULTANT.

In the event of termination, as provided in this Article, the CONSULTANT shall be paid compensation in full, for services performed to the date of that termination, an amount calculated in accordance with Article IV of this AGREEMENT. Such amount shall be paid by the CITY upon the CONSULTANT's delivering or otherwise making available to the CITY, all data, drawings, specifications, reports, estimates, summaries and that other information and materials as may have been accumulated by the CONSULTANT in performing the services included in this AGREEMENT, whether completed or in progress.

ARTICLE VIII

Assignment

This AGREEMENT shall not be assignable except at the written consent of the parties, and if so assigned, shall be binding upon the successors and assigns of the parties.

Article IX

Indemnity

The CONSULTANT shall indemnify and hold harmless CITY and its officers and employees from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of the AGREEMENT.

ARTICLE X

Prohibition Against Contingent Fees

The CONSULTANT warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this AGREEMENT and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the CONSULTANT any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this AGREEMENT.

ARTICLE XI

Insurance

The CONSULTANT agrees to procure and maintain at its expense until final payment by the CITY for services covered by this AGREEMENT, insurance in the kinds and amounts provided in the specifications in Exhibit C INSURANCE REQUIREMENTS with insurance companies authorized to do business in the State of Florida, covering all operations under this AGREEMENT, whether performed by it or its agent. Before commencing the work, the CONSULTANT shall furnish to the CITY a certificate or certificates in form satisfactory to the CITY, showing that it has complied with this paragraph. All certificates shall provide that the policy shall not be changed or canceled until at least thirty (30) day's prior written notice shall have been given to the CITY.

ARTICLE XII

Discrimination Prohibited

In performing the services required under this AGREEMENT, the CONSULTANT shall not discriminate against any person on the basis of race, color, religion, sex, national origin or ancestry, age or physical handicap.

ARTICLE XIII

Public Records

CONSULTANT agrees to comply with Florida's public records law by keeping and maintaining public records that ordinarily and necessarily would be required by the CITY in order to perform the Engineering Services; upon the request of the CITY'S Custodian of Public Records, by providing the CITY with copies of or access to public records on the same terms and conditions that CITY would provide the records and at a cost that does not exceed the cost provided by Florida law; by ensuring that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed excepts as authorized by law for the duration of the term of the AGREEMENT and following completion of the AGREEMENT if the CONSULTANT does not transfer the records to the CITY; and upon completion of the AGREEMENT by transferring, at no cost, to CITY all public records in possession of CONSULTANT or by keeping and maintaining all public records required by the CITY to perform the Engineering Services. If the CONSULTANT transfers all public records to the CITY upon completion of the AGREEMENT, the CONSULTANT shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONSULTANT keeps and maintains public records upon completion of the AGREEMENT, the CONSULTANT shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CITY, upon request from the CITY'S custodian of public records, in a format that is compatible with the information technology systems of the CITY.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS

RELATING TO THIS AGREEMENT, CONTACT THE CITY'S CUSTODIAN OF PUBLIC RECORDS LORI STELZER, MMC, CITY CLERK, AT 401 W. VENICE AVENUE, VENICE, FLORIDA 34285, (941) 882-7390, LSTELZER@VENICEGOV.COM.

ARTICLE XIV

Venue and Governing Law; Other Provisions

The laws of the State of Florida shall govern all provisions of this AGREEMENT. Venue for any dispute shall be Sarasota County, Florida. If any court proceeding or other action occurs between the parties as a result of this AGREEMENT or any other document or act required by this AGREEMENT, the prevailing party shall be entitled to recover attorney's fees and all court costs including attorney's fees and court costs incurred in any pre-trial, appellate, and/or bankruptcy proceeding, as well as, attorney's fees and costs incurred in determining entitlement to and reasonableness of fees and costs.

ARTICLE XV

Notices

All notices, certifications or communications required by this Agreement shall be given in writing and shall be deemed delivered when personally served, or when received if by facsimile transmission with a confirming copy mailed by registered or certified United States mail, postage prepaid, return receipt requested, addressed to the respective parties as follows:

If to CITY

City Manager
City of Venice
401 West Venice Avenue
Venice, Florida 34285
Phone: 941-486-2626
Fax: 941-496-2790

If to CONSULTANT:

Either party may change its address for purpose of this paragraph by written notice to the other party given in accordance with the requirements of this paragraph.

ARTICLE XVI

Entire Agreement

This contract and the contract documents constitute the entire AGREEMENT of the parties and may not be changed or modified, except by a written document signed by both parties hereto. This contract shall be binding upon the successors and assigns of the parties.

IN WITNESS WHEREOF, the parties to the AGREEMENT have hereunto set their hands and seals and have executed this AGREEMENT, the day and year first above written.

(SEAL)

ATTEST:
FLORIDA

CITY OF VENICE
IN SARASOTA COUNTY,

CITY CLERK

BY:_____
JOHN HOLIC, MAYOR

ATTEST:

CONSULTANT

BY:_____
Signed by (typed or printed)

Signed by (typed or printed)

Approved as to Form and Correctness

Kelly M. Fernandez, City Attorney

EXHIBIT A

SCOPE OF SERVICES

EXHIBIT B

FEES

EXHIBIT C

INSURANCE REQUIREMENTS

Before performing any work, the CONSULTANT shall procure and maintain, during the life of the Contract, insurance listed below. The policies of insurance shall be primary and written on forms acceptable to the CITY and placed with insurance carriers approved and licensed by the Insurance Department in the State of Florida and meet a minimum financial AM Best and Company rating of no less than A: VII. No changes are to be made to these specifications without prior written specific approval by the CITY.

1. The CITY is to be specifically included as an ADDITIONAL INSURED (with regards to Business Auto and Commercial General Liability).
2. The CITY shall be named as Certificate Holder. *Please Note that the Certificate Holder should read as follows:*

The City of Venice 401 W. Venice Avenue Venice, FL 34285

No City Division, Department, or individual name should appear on the certificate. **NO OTHER FORMAT WILL BE ACCEPTABLE.**

3. The “Acord” certification of insurance form should be used.

4. Required Coverage

- a) Commercial General Liability: including but not limited to bodily injury, property damage, contractual liability, products and completed operations, and personal injury with limits of not less than \$1,000,000 per occurrence, \$1,000,000 aggregate covering all work performed under this Contract. Include broad form property damage (provide insurance for damage to property under the care custody and control of the CONSULTANT).
- b) Business Auto Policy: including bodily injury and property damage for all vehicles owned, leased, hired and non-owned vehicles with limits of not less than \$1,000,000 combined single limit covering all work performed under this Contract.
- c) Workers Compensation: CONSULTANT will provide Workers Compensation Insurance on behalf of all employees, including sub-contractors, who are to provide a service under this Contract, as required under Florida Law, Chapter 440, and Employers Liability with limits of not less than \$100,000 per employee per accident; \$500,000 disease aggregate; and \$100,000 per employee per disease.
- d) Professional Liability: with limits of not less than \$1,000,000 for professional services rendered in accordance with this contract. CONSULTANT shall maintain such insurance for at least two (2) years from the termination of this contract and during this two (2) year period the CONSULTANT shall use their best efforts to ensure that there is no change of the retroactive date on this insurance coverage. If there is a change that reduces or restricts the coverage carried during the contract, the CONSULTANT shall notify the CITY'S Administrative Services Department within thirty (30) days of the change.

Policy Form:

- a) All policies required by this Contract, with the exception of Workers Compensation, or unless specific approval is given by the City, are to be written on an occurrence basis, shall name the City of Venice, its Elected Officials, Officers, Agents, Employees as additional insured as their interest may appear under this Contract. Insurer(s), with the exception of Workers Compensation, shall agree to waive all rights of subrogation against the City of Venice, its Elected Officials, Officers, Agents, and Employees.
- b) Insurance requirements itemized in this Contract, and required of the CONSULTANT, shall be provided on behalf of all subcontractors to cover their operations performed under this Contract. The CONSULTANT shall be held responsible for any modifications, deviations, or omissions in these insurance requirements as they apply to subcontractors.
- c) Each insurance policy required by this Contract shall:
 - (1) apply separately to each insured against whom claim is made and suit is brought, except with respect to limits of the insurer's liability;
 - (2) be endorsed to state that coverage shall not be suspended, voided or canceled by either party except after thirty (30) calendar days prior written notice by certified mail, return receipt requested, has been given to the CITY'S Director of Administrative Services.
- d) The CITY shall retain the right to review, at any time, coverage form, and amount of insurance.
- e) The procuring of required policies of insurance shall not be construed to limit CONSULTANT's liability nor to fulfill the indemnification provisions and requirements of this Contract.
- f) The CONSULTANT shall be solely responsible for payment of all premiums for insurance contributing to the satisfaction of this Contract and shall be solely responsible for the payment of any deductible and/or retention to which such policies are subject, whether or not the CITY is an insured under the policy. In the event that claims in excess of the insured amounts provided herein are filed by reason of operations under the contract, the amount excess of such claims, or any portion thereof, may be withheld from any payment due or to become due to the CONSULTANT until such time the CONSULTANT shall furnish additional security covering such claims as may be determined by the CITY.
- g) Claims Made Policies will be accepted for professional and hazardous materials and such other risks as are authorized by the CITY. All Claims Made Policies contributing to the satisfaction of the insurance requirements herein shall have an extended reporting period option or automatic coverage of not less than two years. If provided as an option, the CONSULTANT agrees to purchase the extended reporting period on cancellation or termination unless a new policy is affected with a retroactive date, including at least the last policy year.
- h) Certificates of Insurance evidencing Claims Made or Occurrence form coverage and conditions to this Contract, as well as the CITY'S Bid Number and description of work, are to be furnished to the CITY'S Director of Administrative Services, 401 West Venice Avenue, Venice, FL 34285, ten (10) business days prior to commencement of work and a minimum of thirty (30) calendar days prior to expiration of the insurance policy.

- i) Notices of Accidents and Notices of Claims associated with work being performed under this Contract, shall be provided to the CONSULTANT'S insurance company and the CITY'S Director of Administrative Services, as soon as practicable after notice to the insured.
- j) All property losses shall be payable to, and adjusted with, the CITY.

EXHIBIT D
CONSULTANT'S SUBMITTAL TO RFQ 3089-18



FACILITY ANALYSIS
DUE DILIGENCE STUDY

VENICE FIRE STATION 1
REPLACEMENT

July 10, 2018



ATTACHMENT A

CLIENT: City of Venice
401 West Venice Avenue
Venice, Florida 34285
O. 941.486.2626
F. 941.480.3031
Shawn Carvey, Fire Chief
James Runck, Admin. Battalion Chief
Peter Boers, CPPB, CPPO, C.P.M

CONSULTANT TEAM:

ARCHITECT OF RECORD SWEET | SPARKMAN ARCHITECTS
2168 Main Street
Sarasota, Florida 34237
T 1.941.952.0084
F 1.941.952.0201
www.sweetsparkman.com
Todd Sweet, AIA, LEED AP, Principal, tsweet@sweetsparkman.com
Karl Bernhard, AIA, NCARB, Project Manager, kbernhard@sweetsparkman.com

CIVIL ENGINEER FISHER ENGINEERING
Gregg Fisher, P.E. Principal

ATTACHMENT A

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Executive Summary

The City of Venice has requested that Sweet Sparkman Architects and its consultants provide a master concept plan with associated budget pricing for the replacement of Fire Station 1. The existing Fire Station is located at 112 Harbor Drive South in Venice, Florida. The proposed Fire Station will also be at this location.

The project scope of work includes the following:

- Analyze the current organizational configuration of the Venice Fire Department. Review the rank structure, specialization and respective facility space demands for each function
- Review anticipated growth projections within the Fire Station's service area. Based on this, determine the need for additional physical space, services, facility layout, and related operational changes.
- Consider the incorporation of the City Hall Parking, City Hall HVAC system relocations and combination back up power generator for Fire Station and City Hall.
- Consider the incorporation of a public/citizen/training meeting space for uses that include public non-fire-related activities
- Determine the necessary site amenities (stormwater detention, etc.) for site and development approval.
- Analyze site needs and dimensions for an improved/expanded Fire Station complex.
- Cost estimating for the Fire Station, updated parking layout and HVAC relocation/replacement.

Site Planning:

Sweet Sparkman Architects and its consultants have held preliminary meetings with appropriate Fire Department and city staff as well as code officials to review the needs of the proposed development. As a result of these meetings, three site plan options have been developed for consideration. A list of objectives for the site evaluation is as follows:

- Improve access to on-site parking
- Improve on-site vehicular and pedestrian circulation
- Increase quantity of on-site and off-site parking
- Create separation (stand-off) from public parking and building perimeter for safety reasons
- Review stormwater attenuation requirements (above ground and subsurface)
- Create fenced in secure parking for Fire Department and City Hall staff
- Relocate existing chiller yard if required to facilitate more efficient site circulation/parking
- Locate generator and fuel storage appropriately to serve both the proposed Fire Station and the existing City Hall building.
- Create a plan that unifies the existing City Hall and the proposed Fire Station so as to achieve a 'campus' feel

Floor Plan/Space Planning:

Sweet Sparkman Architects met and corresponded with the City of Venice Fire Department to review the proposed Station's space needs. As a result of these communications, a space utilization program has been created as well as associated preliminary floor plans. The space program includes proposed functions and their appropriate square footages.

Cost Estimating:

Cost estimates for the three site options have been composed and are included in this report. The estimates include cost contingencies, anticipated escalation, design and permit fees.

ATTACHMENT A

Existing Conditions: Site Analysis

The existing Fire Station is located at 112 Harbor Drive South in Venice, Florida. The Fire Station shares parcel #0176080001 with Venice City Hall. Records indicate that the existing Fire Station was built in 1958.

Site Statistics:

- Parcel Land Area: 133,185 square feet (includes City Hall area)
- Zoning: GU-Government Use District
- Stormwater attenuation: Dry detention ponds-See civil report
- Potable Water provider: City of Venice Utility Department
- Sanitary Sewer provider: City of Venice Utility Department
- Electrical Service provider: Florida Power and Light
- Telecommunications provider: My Florida Network and ATT
- Parking: On-site and street parking is provided

For a more thorough description of the existing site conditions refer to the civil report included with this document.

Existing Fire Station Statistics:

- Approximate age: 60 years
- Existing Fire Station area: 6100 SF +/-
- Dimension: 72' x 80' +/-
- 2 apparatus bays: 17' x 80' +/- each bay
- Construction: Concrete block walls with steel columns and bar joist roof structure.
- Roof: Low slope built-up system
- Fire Protection: Non-sprinklered

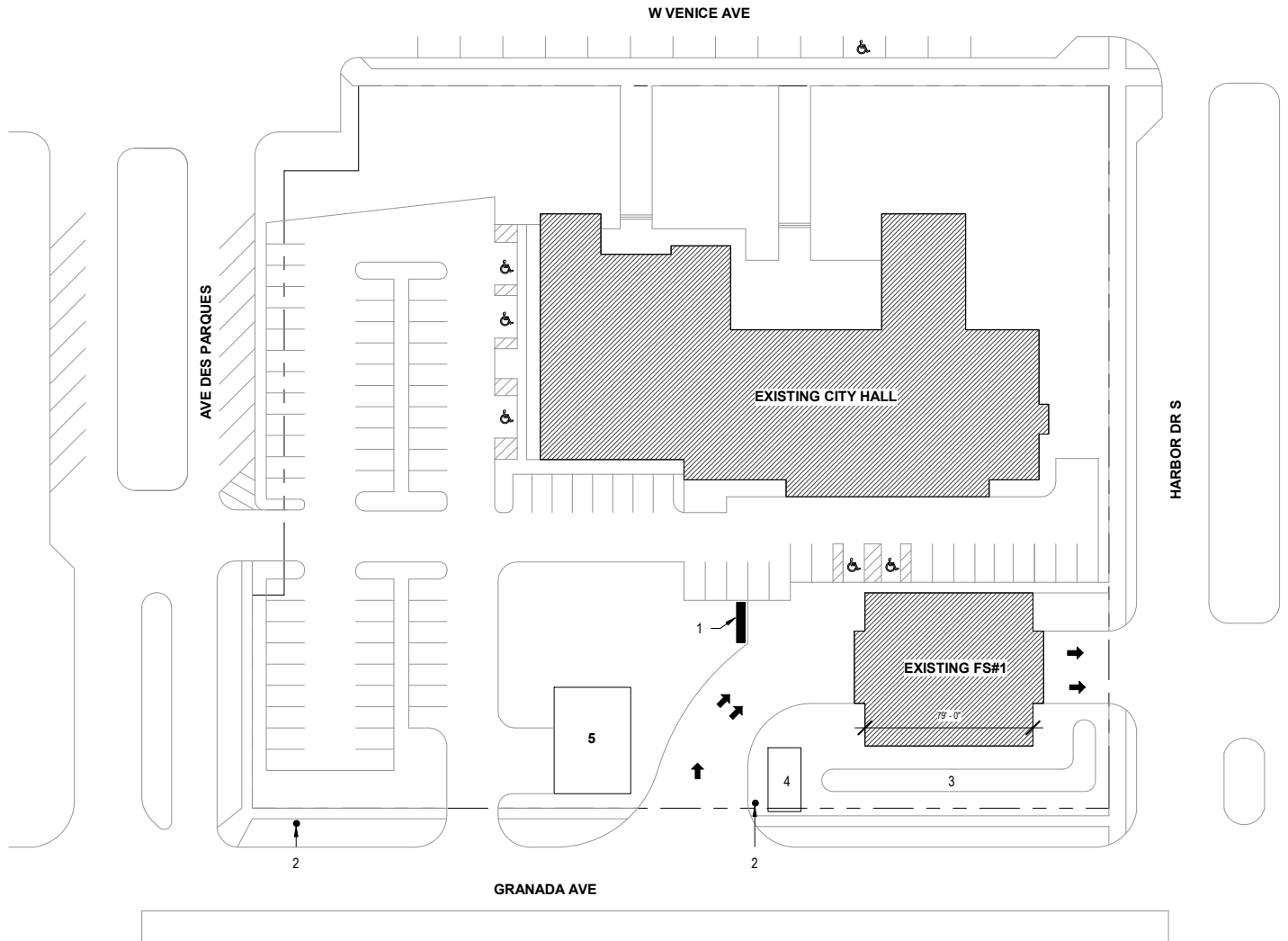


Aerial map provided by Sarasota County Property Appraiser

ATTACHMENT A

EXISTING CONDITIONS: SITE PLAN

ATTACHMENT A



① EXISTING SITE PLAN
1" = 50'-0"

EXISTING SITE PLAN
PARKING ON SITE: 87
PARKING ON STREET: 32

SITE KEY	
1.	EXISTING BFP
2.	EXISTING FIRE HYDRANT
3.	EXISTING DETENTION POND #4
4.	EXISTING STORAGE
5.	EXISTING CHILLER YARD



ATTACHMENT A

SITE OPTIONS SUMMARY/ANALYSIS

Site Option 1

Site Option 1 places the new Fire Station at a similar location as that of the existing Fire Station. The foot print of the building is larger as a result of the projected growth of the Fire Station's needs. Vehicular entry access for the Fire Station will occur off of Granada Avenue. Emergency dispatch will occur onto Harbor Drive South. A list summary of Site Option 1 is as follows:

- New Station is set back 60' from property line to accommodate aerial trucks on exit drive.
- Fenced in secure Fire Department parking along southwest corner of site
- Alternative fenced in perimeter line for Fire Department parking
- Fenced in secure City Hall staff parking between new Station and existing City Hall Bldg.
- Proposed curb cut at Harbor Drive South to provide alternative ingress and egress at secure City Hall staff parking
- Chiller Yard is relocated and more central to the site. New equipment will serve both the City Hall and Fire Station.
- New Generator Enclosure adjacent to relocated Chiller Yard. New Generator to serve both City Hall and Station 1.
- New on-street parking along Granada Avenue.
- New on-street parking at existing north median of Avenue Des Parques
- The existing Fire water back flow preventer is to remain.
- A new fire hydrant is added at the southeast corner of the site.

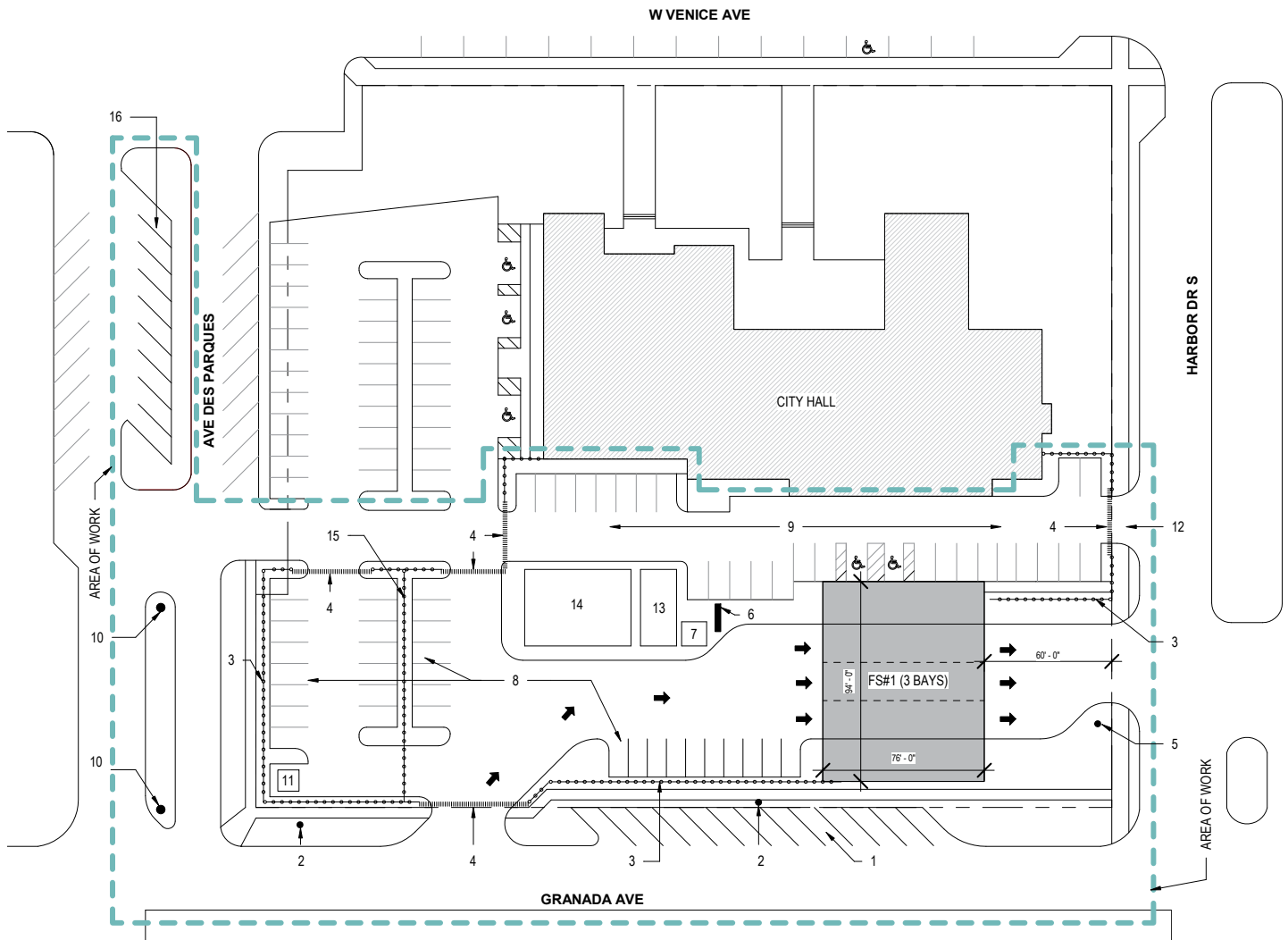
Pros:

- Easily accessible by vehicles
- Dispatch route remains unchanged
- Fire Department secure parking is separate from City Hall staff parking
- Majority of parking adjacent to City Hall is secure and inaccessible to the public
- Parking count increases on and off site

Cons:

- Existing chiller yard requires relocation which will increase costs.
- Existing Fire Station will require demolition prior to the construction of the new building. This will require the fire department to acquire a temporary Fire Station while the new Fire Station is being built.
- Stormwater attenuation will need to occur by means of underground detention (Note that this will most likely need to occur with all proposed options)

ATTACHMENT A



① OPTION 1 - PROPOSED SITE PLAN
1" = 50'-0"

PROPOSED SITE PLAN
EXISTING PARKING ON SITE: 84
PROPOSED PARKING ON SITE: 96
EXISTING PARKING ON STREET: 31
PROPOSED PARKING ON STREET: 53
TOTAL OVERALL: 149

- SITE KEY
1. NEW ON STREET PARKING (13 SPACES)
 2. EXISTING FIRE HYDRANT
 3. FENCE
 4. GATE
 5. NEW FIRE HYDRANT
 6. EXISTING BFP TO REMAIN
 7. FUEL TANK
 8. SECURE PARKING
 9. SECURE CITY HALL PARKING (28 SPACES)
 10. EXISTING POWER POLES
 11. TRASH ENCLOSURE
 12. PROPOSED CURB CUT
 13. GENERATOR
 14. RELOCATED CHILLER YARD
 15. ALTERNATE FENCE LINE
 16. NEW PARKING (9 SPACES)



Site Option 2

Site Option 2 places the new Fire Station at the southwest corner of the site. The foot print of the building is larger as a result of the projected growth of the Fire Station's needs. Fire Department vehicular entry access for the Fire Station will occur off of Granada Avenue. Emergency dispatch will occur onto Avenue Des Parques. A list summary of Site Option 2 is as follows:

- New Station is set back 60' from property line to accommodate aerial trucks on exit drive.
- Fenced in secure Fire Department parking and City Hall Staff parking will occur on the southeast corner of the site
- Proposed curb cut at Harbor Drive South to provide ingress and egress at secure parking
- Chiller Yard is relocated and more central to the site. New equipment will serve both the City Hall and Fire Station.
- New Generator Enclosure adjacent to relocated Chiller Yard. New Generator to serve both City Hall and Station 1.
- New on-street parking along Granada Avenue.
- New on-street parking at existing north median of Avenue Des Parques
- The existing Fire water back flow preventer to be relocated
- South median at Avenue Des Parques will require removal in order to accommodate apparatus turning requirements.
- Overhead lines at Avenue Des Parques to be routed underground in order to address apparatus head clearance requirements
- Loading/Unloading delivery zone is included. Zone to serve both Fire Station 1 and City Hall.

Pros:

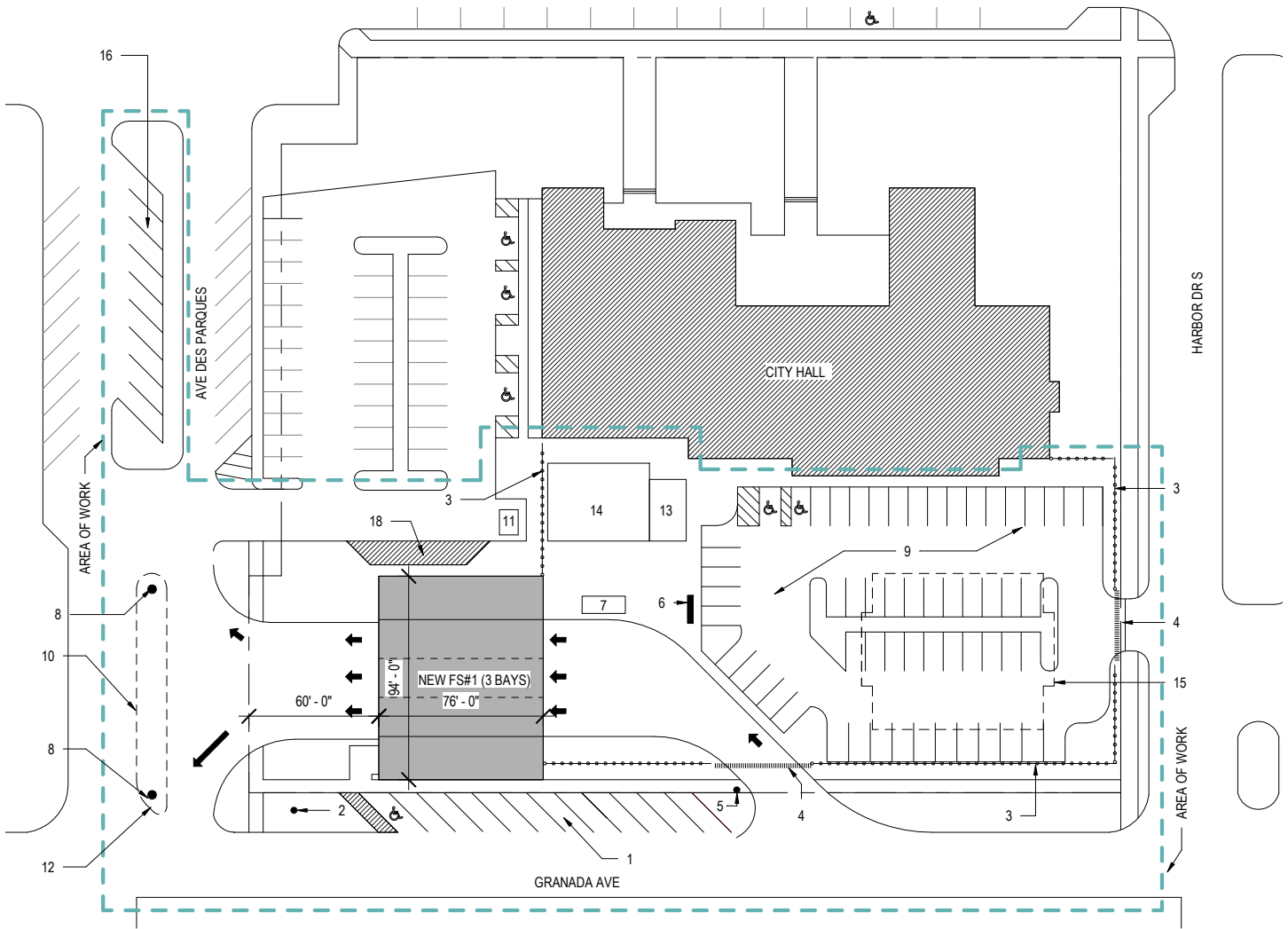
- With this configuration there is a potential for the existing Station 1 to remain operational for much of the construction duration of the new Fire Station. The feasibility of this will need to be reviewed in greater detail
- Majority of parking adjacent to City Hall is secure and inaccessible to the public (creating stand-off distance)
- Parking count increases on-site and off-site

Cons:

- Existing chiller yard requires relocation which will increase costs.
- Dispatch will occur along Avenue Des Parques which may have challenges with traffic at the street parking at the north route
- Stormwater attenuation will need to occur by means of underground detention (Note that this will most likely need to occur with all proposed options)
- City Hall Staff and Fire Department will share secure parking lot (Potential advantage as well)

ATTACHMENT A

W VENICE AVE



1) OPTION 2 - PROPOSED SITE PLAN
1" = 50'-0"

PROPOSED SITE PLAN

EXISTING PARKING ON SITE: 84
PROPOSED PARKING ON SITE: 95

EXISTING PARKING ON STREET: 31
PROPOSED PARKING ON STREET: 52

TOTAL OVERALL: 147

SITE KEY

1. NEW ON STREET PARKING (12 SPACES)
2. EXISTING FIRE HYDRANT
3. FENCE
4. GATE
5. RELOCATED FIRE HYDRANT
6. RELOCATED BFP
7. FUEL TANK
8. EXISTING POWER POLE TO BE REMOVED
9. SECURE STAFF PARKING (58 SPACES)
10. MEDIAN TO BE REMOVED
11. TRASH ENCLOSURE
12. EXISTING POWER LINES TO BE ROUTED UNDERGROUND
13. GENERATOR
14. RELOCATED CHILLER YARD
15. EXISTING FIRE STATION FOOT PRINT
16. NEW PARKING (9 SPACES)
17. EXISTING POWER LINES TO BE ROUTED UNDERGROUND
18. LOADING/ UNLOADING DELIVERY AREA



Site Option 3

Site Option 3 is similar to Option 1 in that it places the new Fire Station at a similar location as that of the existing Fire Station. The Fire Department vehicular entry access for the Fire Station will occur off of Avenue Des Parques. Emergency dispatch will occur onto Harbor Drive South. The primary intention of this option is to keep the Chiller Yard at its current location to avoid the added expense of its relocation. A list summary of Site Option 3 is as follows:

- New Station is set back 60' from property line to accommodate aerial trucks on exit drive.
- Fenced in secure Fire Department parking along southwest corner of site
- Fenced in secure City Hall staff parking between new Station and existing City Hall Bldg.
- Proposed curb cut at Harbor Drive South to provide alternative ingress and egress at secure City Hall staff parking
- Existing Chiller Yard to remain. Provide new equipment to serve both City Hall and Fire Station.
- New Generator Enclosure adjacent to relocated Chiller Yard. New Generator to serve both City Hall and Station 1
- New on-street parking along Granada Avenue
- New on-street parking at existing north median of Avenue Des Parques
- The existing Fire water back flow preventer is to remain.
- A new fire hydrant is added at the southeast corner of the site.

Pros:

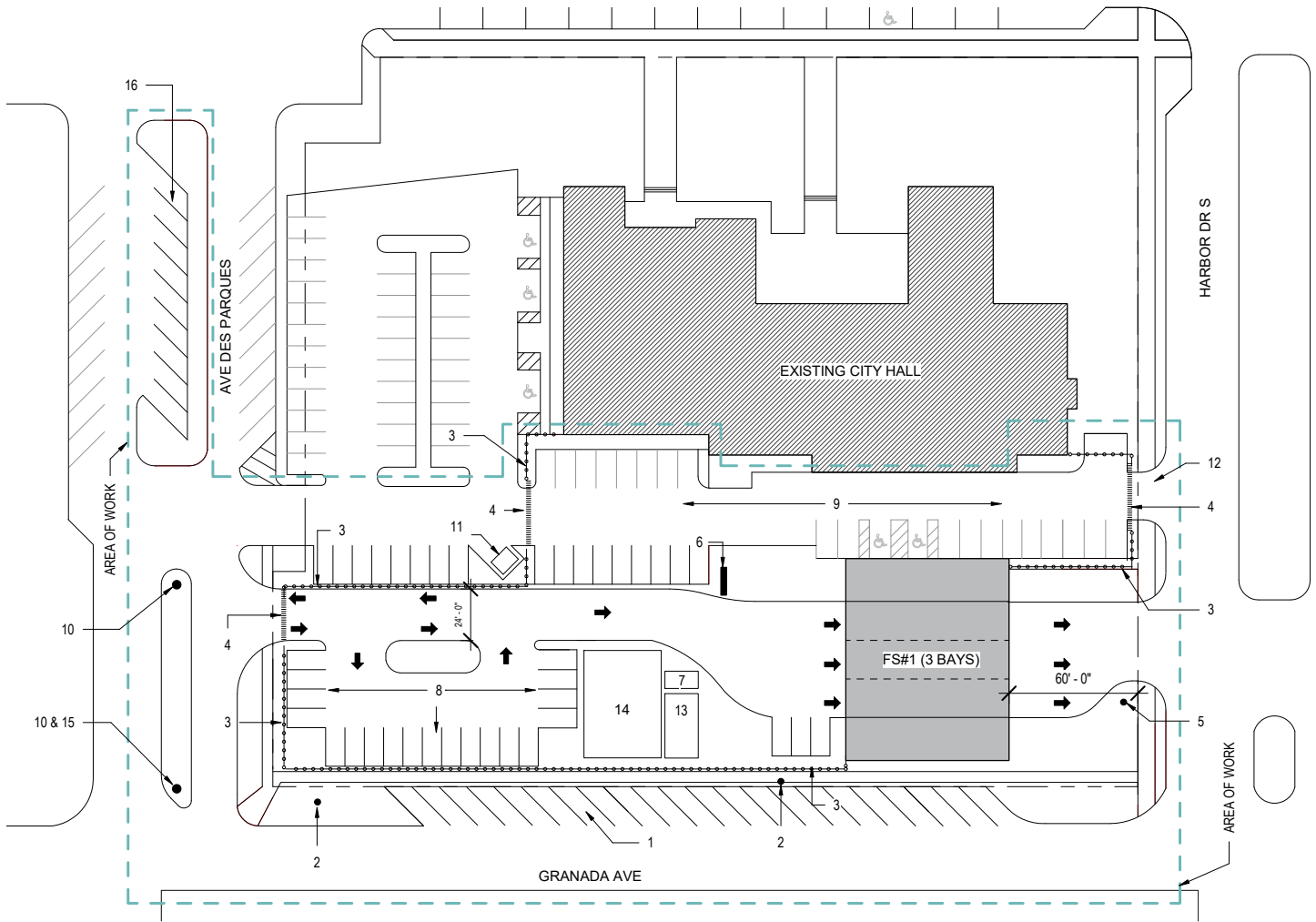
- Easily accessible by vehicles
- Dispatch route remains unchanged
- Fire Department secure parking is separate from City Hall staff parking
- Majority of parking adjacent to City Hall is secure and inaccessible to the public
- Chiller Yard to remain
- Fire Water back-flow preventer to remain

Cons:

- Existing Fire Station will require demolition prior to the construction of the new building. This will required the fire department to acquire a temporary Fire Station while the new Fire Station is being built
- Generator is not centrally located on site.
- On-site parking count is slightly reduced
- Stormwater attenuation will need to occur by means of underground detention (Note that this will most likely need to occur with all proposed options)

ATTACHMENT A

W VENICE AVE



① OPTION 3 - PROPOSED SITE PLAN
1" = 50'-0"

PROPOSED SITE PLAN
EXISTING PARKING ON SITE: 84
PROPOSED PARKING ON SITE: 96
EXISTING PARKING ON STREET: 31
PROPOSED PARKING ON STREET: 62
TOTAL OVERALL: 158

- SITE KEY
1. NEW ON STREET PARKING (22 SPACES)
 2. EXISTING FIRE HYDRANT
 3. FENCE
 4. GATE
 5. NEW FIRE HYDRANT
 6. EXISTING BFP TO REMAIN
 7. FUEL TANK
 8. SECURE PARKING (19 SPACES)
 9. SECURE CITY HALL PARKING (28 SPACES)
 10. EXISTING POWER POLES
 11. TRASH ENCLOSURE
 12. PROPOSED CURB CUT
 13. GENERATOR
 14. EXISTING CHILLER TO REMAIN
 15. OVERHEAD LINES
 16. NEW PARKING (9 SPACES)



SPACE UTILIZATION PROGRAM

The existing Fire Station 1 has exceeded its useful life. As a result the City of Venice plans to replace the building with a new Fire Station that will meet the Fire Department's current and future needs.

Sweet Sparkman Architects and the City of Venice Fire Department have worked together to compose a Space Utilization program for the proposed Fire Station replacement. The following list summarizes the proposed program.

ATTACHMENT A

City of Venice	Sweet Sparkman Architects
Draft Architectural Program: Station #1	Date: 18.03.26

No.	Component	PPL/Units Per Area	Number of Areas	Space Standard	NSF	Gross Factor	GSF	Notes
1.000	SITE							
1.100	SITE							
1.101	Parking		25	180 /vehicle	(4,500)			20 for shift change-5 for public (two of which accessible spaces)
1.102	Trash/Recycling Storage		2	140 /area	280	1	280	Review city standard.
1.103	Driveways			/area				Refer to site Plan options
1.104	Generator/Mech. Yard		1	600 /yard	600		600	Gen size TBD. Anticipate generator to be in roofed enclosure
1.105	Fuel Tank & Diesel Tank		2	450 /area	900		100	1000 gal. diesel tank and 500 gallon fuel tank
Subtotal					6,280			
Total	1.000						6,280	

2.000 LIVING AREAS

2.100	SHOWER/RESTROOMS/EXERCISE							
2.101	Separate Toilet/Shower	1	7	100 /area	700			Includes: (2) Restrooms at Ground Flr. adj. to Fitness Rm. (4) restrooms for Fire EMS. (1) Restroom for Lieutenant
2.102								
2.103	Fitness Room	1	1	500 /area	500			Ground Flr. Available for City Hall Staff
2.104	Utility /Gen. Stor./Cleaning		1	150 /area	150			Residential grade washer/dryer. Mop sink Washer/Extractor
2.105	Mechanical/Electrical Room		1	140 /area	140			Locate at Mezzanine
2.106	Mechanical AHU Closets		2	120 /area	240			Locate at Mezzanine
Subtotal	2.100				1,730	1.20	2,076	

2.200	KITCHEN/DINING AREA							
2.201	Cooking Area		1	250 /area	250			Top grade Appls,3 refrig, 3 lockable pantries, Commercial Grade Stove & vented commercial hood
2.202	Dining Area	10	1	25 /person	250			Open plan connected to Dining and Day Room
2.203	Ice Alcove		1	25 /area	25			Near kitchen
2.204	Covered Patio/Grill Area	8	1	20 /person	160			Built-in grill with hood /Adjacent to Kitchen
2.205								Ground Flr. (Exterior Space)
Subtotal	2.200				685	1.20	822	

2.300	LIVING AREAS							
2.301	Day Room	10	1	50 /person	500			Adjacent to Kitchen/Dining (open plan)
2.302								Not Used
2.303	IT/Communications Closet		1	80 /area	80			Elec./tele/data communication room capabilities
2.304	Sleeping Areas	1	10	120 /area	1,200			Bed, desk, Lockers, TV, Stor., blocking for future Murphy beds
Subtotal	2.300				1,780	1.20	2,136	
Total	2.000				4,195		5,034	

ATTACHMENT A

3.000 ADMINISTRATION/ PUBLIC

3.100 ADMINISTRATION/ PUBLIC

3.101	Lt. Office		1	100 /area	100			Adjacent to Lt. Bunk
3.102								Intentionally left blank
3.103	Office Supplies Closet		1	100 /area	100			
3.104								Intentionally left blank
3.105	Waiting Area		1	100 /area	100			Adjacent to Main entry and Elevator Lobby
3.106								Intentionally left blank
3.107	Report Rm		1	150 /area	150			Verify space requirements (How may occupants/computer stations)
3.108	Paramedics Office		1	100 /area	100			Verify space requirements (How may occupants/computer stations)
3.109	Training Room Supply CL.		1	50 /area	50			Adjacent to Training Room at ground floor
3.110								Intentionally left blank
3.111	Training/Public Meeting Rm.	1	1	500 /area	500			Entry from ground Flr. (Verify size)
3.112	Public Toilets		2	80 /area	160			Accessible - Men and Women's Restrooms to serve public
Total	3.000				1,260	1.2	1,512	

4.000 APPARATUS BAYS

4.100 APPARATUS BAYS AND SUPPORT

4.101	Apparatus Bays		3	1350 /area	4,050			Bay size: 75' x 18' (accommodate parking for Mule if possible) wall mounted hose reel in bay for washing. 1" hose line required
4.102	Storage/ EMS Storage		1	50 /area	50			EMS Conditioned space.
4.103	Cascade Room		1	80 /area	80			10' x 10' with ventilation. Ice maker can be located within room.
4.104	Decon Room	1	1	80 /area	80			Eye Wash Sink, Floor Drain, Shower.(size per min. NFPA req.)
4.105	Bunker Gear Storage/Lockers		30	8.5 /area	255			Gear Grid installation. 24' wide. 30 count is approved.
4.109	Workroom/ Bay Storage		1	200 /area	200			Near or adjacent to Apparatus Bay
Total	4.000				4,715	1.1	5,187	

AREA SUMMARIES

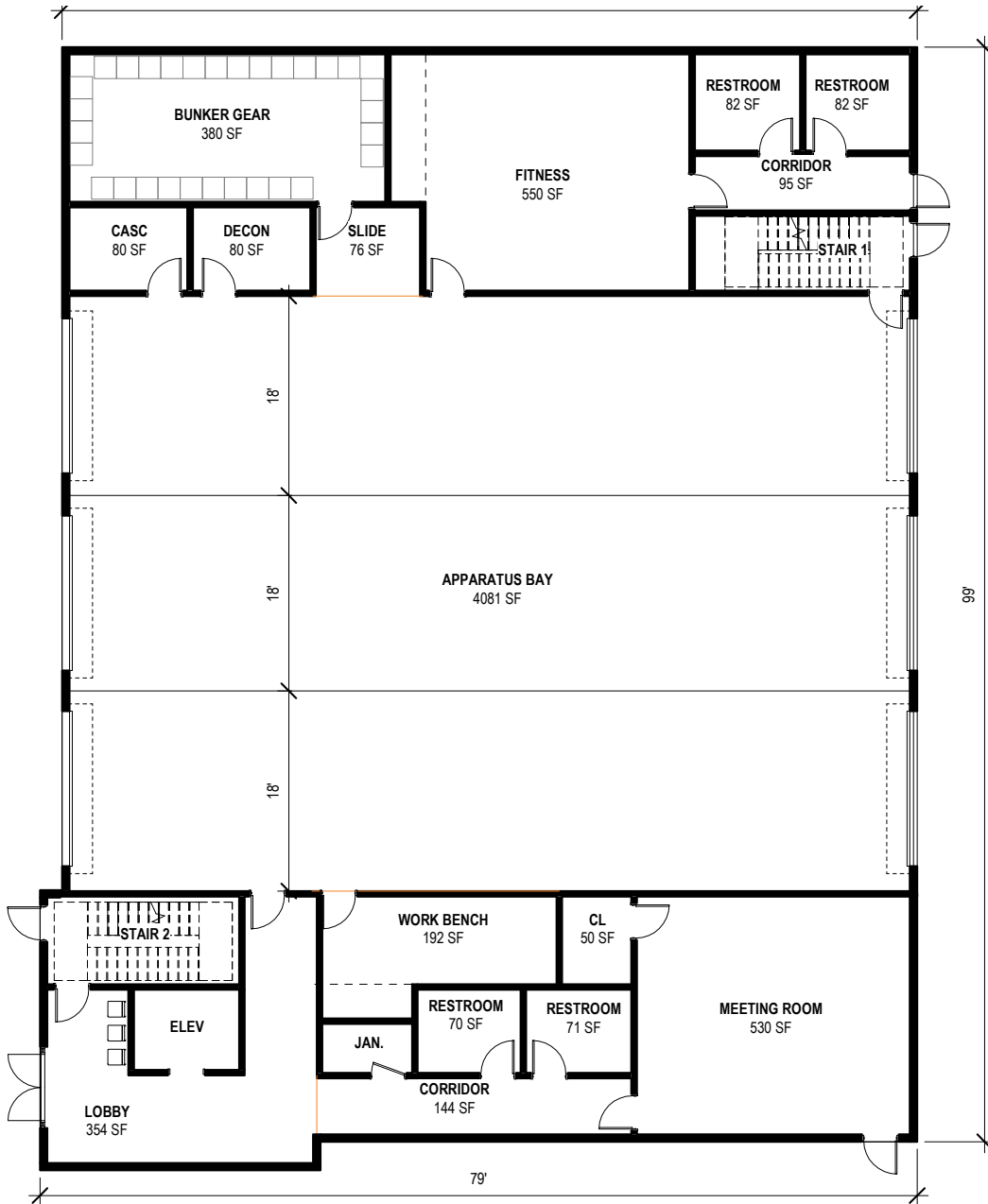
2.000	Living Areas						5,034	
3.000	Administration						1,512	
4.000	Apparatus Bays						5,187	
Total							11,733	

ATTACHMENT A

CONCEPTUAL FLOOR PLANS

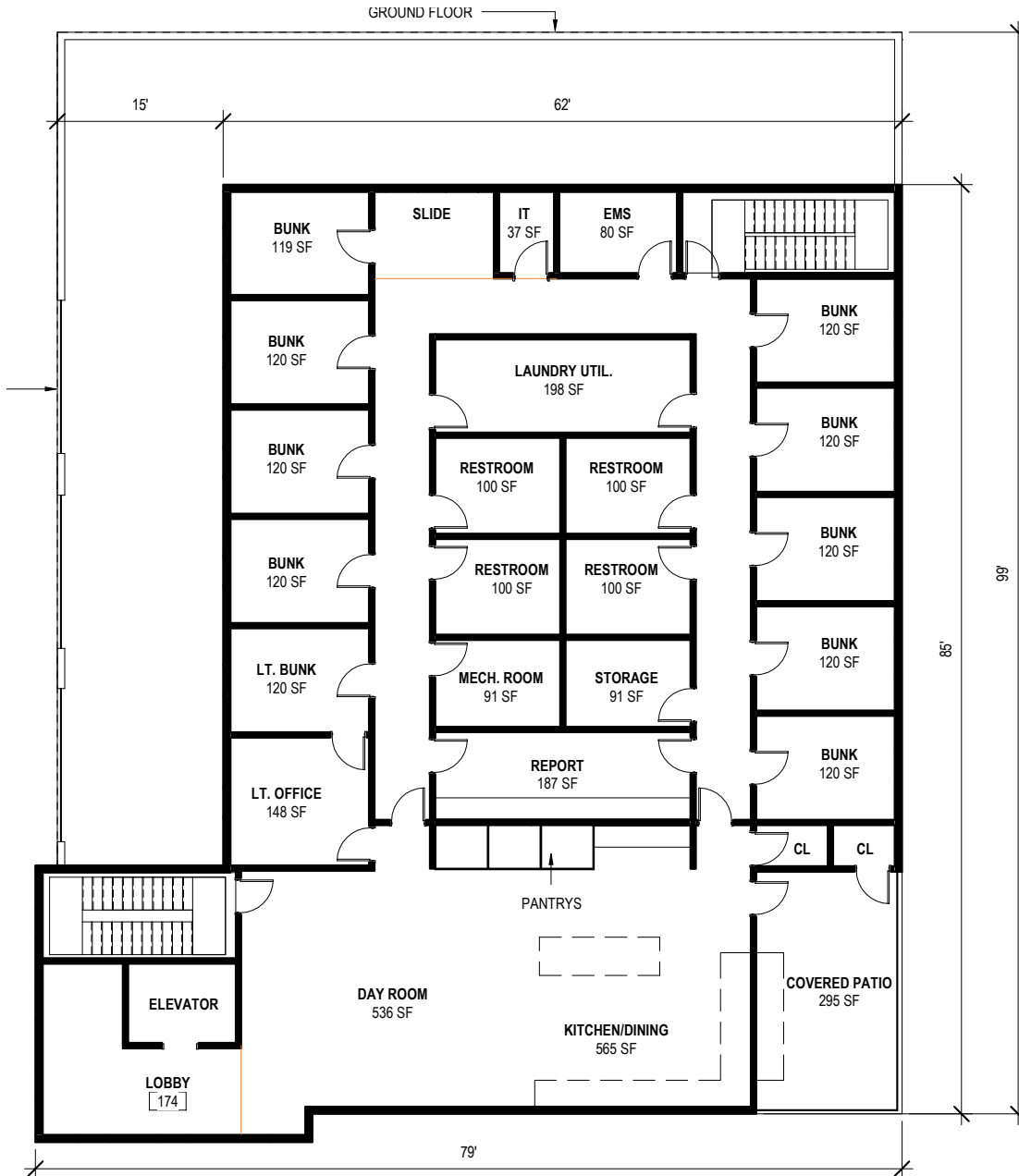
The subsequent conceptual floor plans correlate directly with the preceding program information. These plans are preliminary in nature and should not be treated as a definitive direction.

ATTACHMENT A



① VENICE FIRE STATION #1 - CONCEPTUAL
GROUND FLOOR PLAN
3/32" = 1'-0"

ATTACHMENT A



VENICE FIRE STATION #1 - CONCEPTUAL
SECOND FLOOR PLAN
3/32" = 1'-0"

ATTACHMENT A

FIRE STATION AND CAMPUS - CONCEPTUAL RENDERING



VENICE FS #1 CONCEPT AERIAL VIEW

ISSUE DATE: 06/01/2018

ATTACHMENT A

BUDGETING COST ESTIMATES

ATTACHMENT A

Fire Station 1 - City of Venice
Budgeting Estimate - Option 1 (single phased)

Gross Building Area

11733

GSF

June 1, 2018

CSI CODE	DESCRIPTION	SUBCONTRACTOR	QUANTITY	UNITS	UNIT PRICE	TOTAL	DIVISION TOTAL	COST PSF
1	GENERAL REQUIREMENTS						201,610	17.18
	General Conditions		1	ls	175,240.00	175,240		
	Survey/Layout		1	ls	17,370.00	17,370		
	Material Testing		1	ls	9,000.00	9,000		
						0		
2	SITE WORK						787,260	67.10
	Demolition of Existing FS1		1	ls	42,850.00	42,850		
	Earthwork		1	ls	61,250.00	61,250		
	Storm Water Pipe & Inlets		1	ls	38,750.00	38,750		
	Storm Retention Underground System		1	ls	175,000.00	175,000		
	Water/Fire Service		1	ls	59,850.00	59,850		
	Asphalt Paving Curbs Striping		1	ls	137,500.00	137,500		
	6" Concrete Paving - Reinforced		1	ls	28,000.00	28,000		
	4" Sidewalks		1	ls	16,200.00	16,200		
	Lift Station - None Anticipated		1	ls	0.00	0		
	Operating Power gates with access Control		4	ls	22,650.00	90,600		
	Sod		62000	sf	0.27	16,740		
	Decorative Perimeter Fence		1	ls	48,520.00	48,520		
	Landscape		1	ls	50,000.00	50,000		
	Irrigation		1	ls	22,000.00	22,000		
	Well or Reclaimed Connection not budgeted		1	ls	0.00	0		
3	CONCRETE						283,458	24.16
	Soil Treatment		7144	sf	0.28	2,000		
	Concrete structural		1	ls	187,200.00	187,200		
	Concrete Precast Deck		1		56,000.00	56,000		
	Polished Concrete		1	ls	38,258.00	38,258		
4	MASONRY						152,000	12.95
	Masonry		1	ls	152,000.00	152,000		
						0		
5	STEEL & MISC. METALS						188,010	16.02
	Metal Trusses, decking, install		1	ls	148,500.00	148,500		
	Structural Steel		1	ls	29,850.00	29,850		
	Aluminum Screen Enclosure at Patio		1	ls	3,500.00	3,500		
						0		
						0		
	Bollards		16	ea	385.00	6,160		
6	WOOD & PLASTIC						138,300	11.79
	Solid Surface Window Sills		1	ls	2,000.00	2,000		
	Granite or Other Solid Counter tops		1	ls	24,000.00	24,000		
	Cabinets		1	ls	112,300.00	112,300		
7	THERMAL & MOISTURE						233,565	19.91
	Insulation - foamed in place (roof, cmu. Thermal barrier)		1	ls	38,220.00	38,220		
	Batt Insulation		1	ls	9,220.00	9,220		
	Barrel tile - Metal Roof system		1	ls	178,500.00	178,500		

ATTACHMENT A

	Gutter/downspouts - Incl in roof Caulking		1 ls	7,625.00	7,625		
8	DOORS/FRAMES/WINDOWS/HARDWARE					269,395	22.96
	HM Doors/Frames, Wood Doors & Hardware		1 ls	85,800.00	85,800		
	Install above		44 ea	246.00	10,824		
	OHD		1 ls	46,600.00	46,600		
	Storefront/Manufactured Windows		1 ls	125,571.00	125,571		
	Mirrors		1 ls	600.00	600		
					0		
					0		
9	FINISHES					383,229	32.66
	Metal Framing/ Rigid insulation, Sound Batts/Drywall		1 ls	94,520.00	94,520		
	Exterior Stucco		1 ls	88,650.00	88,650		
	Precast Exterior Trim - Venetian		1 ls	62,530.00	62,530		
	Acrylic Plaster Apparatus Bay Ceiling		4073 sf	8.00	32,584		
	Acoustical Ceiling		1 ls	22,000.00	22,000		
	Epoxy Flooring Restrooms		1 ls	8,050.00	8,050		
	Ceramic Tile Wainscot		1 ls	12,320.00	12,320		
	Epoxy Flooring Restrooms		1 ls	8,050.00	8,050		
	Aparatus Floor Striping		1 ls	1,925.00	1,925		
	Painting		1 ls	52,600.00	52,600		
					0		
10	SPECIALTIES					44,876	3.82
	Toilet Accessories		1 ls	5,187.00	5,187		
	Fire Extinguisher/Cabinets		1 ls	750.00	750		
					0		
					0		
					0		
	Louvers		1 ls	14,200.00	14,200		
	Signage		1 ls	8,392.81	8,393		
	Gear Lockers		1 ls	11,245.70	11,246		
	Flagpoles		1 ls	5,100.00	5,100		
11	EQUIPMENT					45,697	3.89
	Washing Equipment incl Extractor		1 ls	9,327.78	9,328		
	Cascade System Model # FCFS-2BP3W		1 ls	18,010.24	18,010		
	Appliances:				0		
	Gas Range: GE Monogram ZGP366LRSS		1 ea	6,200.00	6,200		
	Microwave: whirlpool wmc50522as		1 ea	309.23	309		
	Kitchen Fridge: whirlpool wrb322DMBMSS		3 ea	1,496.93	4,491		
	Ice Machine		1 ea	3,500.00	3,500		
	Dishwasher: whirlpool wdr920sadm		1 ea	854.93	855		
	Gas Grill		1 ea	801.43	801		
	Day Roon TV - Sharp 50"		1 ea	481.50	482		
	Kitchen/Fitness TV - Sharp 42"		2 ea	335.69	671		
	TV Mounts		3 ea	150.00	450		
	Blueray Player		1 ea	400.00	400		
	Sound Bar System		1 ea	200.00	200		
12	FURNISHINGS					70,494	6.01
	Window Treatments		1 ls	3,850.42	3,850		
	Fitness Equipment		1 ls	16,644.00	16,644		
	Furniture (FF&E)				0		

ATTACHMENT A

	Allowance for FF&E		1 ls	50,000.00	50,000		
13	SPECIAL CONSTRUCTION					28,000	2.39
	Stainless Steel Access Slide - Allow		1 ls	28,000.00	28,000		
					0		
14	ELEVATORS					79,450	6.77
	Elevator - Kone Traction		1 ls	79,000.00	79,000		
	Hoist and Beam		1 ls	450.00	450		
15	MECHANICAL					320,870	27.35
	Fire Protection		1 ls	24,850.00	24,850		
	Gas Piping		1 ls	1,500.00	1,500		
	Plumbing		1 ls	108,520.00	108,520		
	Grease Trap	incl above			0		
	HVAC - All Work Excludes New Chiller Plant		1 ls	186,000.00	186,000		
16	ELECTRICAL					462,000	39.38
	Electrical		1 ls	462,000.00	462,000		
	Site Lighting	incl above	1 ls		0		
	Generator				0		
	Fire Alarm	incl above	1 ls	0.00	0		
	Structured Cabling	incl above	1 ls	0.00	0		
	Paging System	incl above	1 ls	0.00	0		
17	MISC.					33,500	2.86
	New Access Control System	Allow	1 ls	32,000.00	32,000		
	FPL Fees cutover	Allow	1 ls	1,500.00	1,500		
	SUBTOTAL					3,721,715	317.20
	GL Insurance				0.0095	35,356	
	Builder's Risk Insurance					18,000	
	CM Fee				0.0800	302,006	
	SUBTOTAL					4,077,076	
	Performance & Payment Bond				0.01000	40,771	
					TOTAL	4,117,847	350.96

Cost of New Chiller Plant and Impact Structures to Service both City Hall and Fire Station	825,000
Cost of New 800 KW Generator, Fuel Tank and Impact Enclosures to service both City Hall and Fire Station	810,000
Estimated Building Permit and Utility Impact Fees	122,475
Design and Engineering Fees (Including Chiller and Generator Adds)	575,285

Total Project Estimating Contingency 10%

645,061

TOTAL	7,095,668
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Price Escalation over time is expected to be 3%/year with the above baseline in 2018:

Total Future Cost	2019:	7,308,538
Total Future Cost	2020:	7,527,794
Total Future Cost	2021:	7,753,628

Other Owner Requested Options for this Project:

* - Photovoltaic to support building lighting and refrigerators – This can vary depending on voltage storage capacity, etc. Cost of cells meeting hurricane code requirements create some difficulties, but a realistic number would be \$120,000 to \$150,000

* - Asphalt paving for lord higel house parking lot and entry drive. - \$73,000 includes curbs and striping, signage, and ROW Access with sidewalk.

ATTACHMENT A

Fire Station 1 - City of Venice
Budgeting Estimate - Option 2 (phased)

Gross Building Area

11733

GSE

June 1, 2018

CSI CODE	DESCRIPTION	SUBCONTRACTOR	QUANTITY	UNITS	UNIT PRICE	TOTAL	DIVISION TOTAL	COST PSF
1	GENERAL REQUIREMENTS						245,375	20.91
	General Conditions		1	ls	219,005.00	219,005		
	Survey/Layout		1	ls	17,370.00	17,370		
	Material Testing		1	ls	9,000.00	9,000		
						0		
2	SITE WORK						743,160	63.34
	Demolition of Existing FS1		1	ls	42,850.00	42,850		
	Earthwork		1	ls	61,250.00	61,250		
	Storm Water Pipe & Inlets		1	ls	38,750.00	38,750		
	Storm Retention Underground System		1	ls	175,000.00	175,000		
	Water/Fire Service		1	ls	63,250.00	63,250		
	Fire Hydrant		1	ls	6,500.00	6,500		
	Asphalt Paving Curbs Striping		1	ls	152,620.00	152,620		
	6" Concrete Paving - Reinforced		1	ls	24,000.00	24,000		
	4" Sidewalks		1	ls	13,700.00	13,700		
	Lift Station - None Anticipated		1	ls	0.00	0		
	Operating Power gates with access Control		2	ls	22,650.00	45,300		
	Sod		62000	sf	0.27	16,740		
	Decorative Perimeter Fence		1	ls	31,200.00	31,200		
	Landscape		1	ls	50,000.00	50,000		
	Irrigation		1	ls	22,000.00	22,000		
	Well or Reclaimed Connection not budgeted		1	ls	0.00	0		
3	CONCRETE						283,458	24.16
	Soil Treatment		7144	sf	0.28	2,000		
	Concrete structural		1	ls	187,200.00	187,200		
	Concrete Precast Deck		1		56,000.00	56,000		
	Polished Concrete		1	ls	38,258.00	38,258		
4	MASONRY						152,000	12.95
	Masonry		1	ls	152,000.00	152,000		
						0		
5	STEEL & MISC. METALS						188,010	16.02
	Metal Trusses, decking, install		1	ls	148,500.00	148,500		
	Structural Steel		1	ls	29,850.00	29,850		
	Aluminum Screen Enclosure at Patio		1	ls	3,500.00	3,500		
						0		
						0		
	Bollards		16	ea	385.00	6,160		
6	WOOD & PLASTIC						138,300	11.79
	Solid Surface Window Sills		1	ls	2,000.00	2,000		
	Granite or Other Solid Counter tops		1	ls	24,000.00	24,000		
	Cabinets		1	ls	112,300.00	112,300		
7	THERMAL & MOISTURE						233,565	19.91
	Insulation - foamed in place (roof, cmu. Thermal barrier)		1	ls	38,220.00	38,220		
	Batt Insulation		1	ls	9,220.00	9,220		
	Barrel tile - Metal Roof system		1	ls	178,500.00	178,500		

ATTACHMENT A

	Gutter/downspouts - Incl in roof Caulking		1 ls	7,625.00	7,625	0	
8	DOORS/FRAMES/WINDOWS/HARDWARE					269,395	22.96
	HM Doors/Frames, Wood Doors & Hardware		1 ls	85,800.00	85,800		
	Install above		44 ea	246.00	10,824		
	OHD		1 ls	46,600.00	46,600		
	Storefront/Manufactured Windows		1 ls	125,571.00	125,571		
	Mirrors		1 ls	600.00	600		
					0		
					0		
9	FINISHES					383,229	32.66
	Metal Framing/ Rigid insulation, Sound Batts/Drywall		1 ls	94,520.00	94,520		
	Exterior Stucco		1 ls	88,650.00	88,650		
	Precast Exterior Trim - Venetian		1 ls	62,530.00	62,530		
	Acrylic Plaster Apparatus Bay Ceiling		4073 sf	8.00	32,584		
	Acoustical Ceiling		1 ls	22,000.00	22,000		
	Epoxy Flooring Restrooms		1 ls	8,050.00	8,050		
	Ceramic Tile Wainscot		1 ls	12,320.00	12,320		
	Epoxy Flooring Restrooms		1 ls	8,050.00	8,050		
	Aparatus Floor Striping		1 ls	1,925.00	1,925		
	Painting		1 ls	52,600.00	52,600		
					0		
10	SPECIALTIES					44,876	3.82
	Toilet Accessories		1 ls	5,187.00	5,187		
	Fire Extinguisher/Cabinets		1 ls	750.00	750		
					0		
					0		
					0		
	Louvers		1 ls	14,200.00	14,200		
	Signage		1 ls	8,392.81	8,393		
	Gear Lockers		1 ls	11,245.70	11,246		
	Flagpoles		1 ls	5,100.00	5,100		
11	EQUIPMENT					45,697	3.89
	Washing Equipment incl Extractor		1 ls	9,327.78	9,328		
	Cascade System Model # FCFS-2BP3W		1 ls	18,010.24	18,010		
	Appliances:				0		
	Gas Range: GE Monogram ZGP366LRSS		1 ea	6,200.00	6,200		
	Microwave: whirlpool wmc50522as		1 ea	309.23	309		
	Kitchen Fridge: whirlpool wrb322DMBMSS		3 ea	1,496.93	4,491		
	Ice Machine		1 ea	3,500.00	3,500		
	Dishwasher: whirlpool wdr920sadm		1 ea	854.93	855		
	Gas Grill		1 ea	801.43	801		
	Day Roon TV - Sharp 50"		1 ea	481.50	482		
	Kitchen/Fitness TV - Sharp 42"		2 ea	335.69	671		
	TV Mounts		3 ea	150.00	450		
	Blueray Player		1 ea	400.00	400		
	Sound Bar System		1 ea	200.00	200		
12	FURNISHINGS					70,494	6.01
	Window Treatments		1 ls	3,850.42	3,850		
	Fitness Equipment		1 ls	16,644.00	16,644		
	Furniture (FF&E)				0		
	Allowance for FF&E		1 ls	50,000.00	50,000		

ATTACHMENT A

13	SPECIAL CONSTRUCTION						28,000	2.39
	Stainless Steel Access Slide - Allow		1	ls	28,000.00	28,000		
						0		
14	ELEVATORS						79,450	6.77
	Elevator - Kone Traction		1	ls	79,000.00	79,000		
	Hoist and Beam		1	ls	450.00	450		
15	MECHANICAL						320,870	27.35
	Fire Protection		1	ls	24,850.00	24,850		
	Gas Piping		1	ls	1,500.00	1,500		
	Plumbing		1	ls	108,520.00	108,520		
	Grease Trap	incl above				0		
	HVAC - Chiller Plant Separate Pricing (not in total below)					0		
	HVAC - All Work Excludes New Chiller Plant		1	ls	186,000.00	186,000		
16	ELECTRICAL						462,000	39.38
	Electrical		1	ls	462,000.00	462,000		
	Site Lighting	incl above	1	ls		0		
	Generator - Separate Estimate Item (Not in total below)					0		
	Fire Alarm	incl above	1	ls	0.00	0		
	Structured Cabling	incl above	1	ls	0.00	0		
	Paging System	incl above	1	ls	0.00	0		
17	MISC.						141,850	12.09
	New Access Control System	Allow	1	ls	32,000.00	32,000		
	Median and Curb removal and Pave - West Location	Cost	1	ls	34,850.00	34,850		
	FPL Power reroute and Fees Pole	Allow	1	ls	75,000.00	75,000		
	SUBTOTAL						3,829,730	326.41
	GL Insurance					0.0095	36,382	
	Builder's Risk Insurance						18,000	
	CM Fee					0.0800	310,729	
	SUBTOTAL						4,194,841	
	Performance & Payment Bond					0.01000	41,948	
					TOTAL		4,236,789	361.10

Cost of New Chiller Plant and Impact Structures to Service both City Hall and Fire Station	812,000
Cost of New 800 KW Generator, Fuel Tank and Impact Enclosures to service both City Hall and Fire Station	795,000
Estimated Building Permit and Utility Impact Fees	123,850
Design and Engineering Fees (Including Chiller and Generator Adds)	584,379

Total Project Estimating Contingency 10% 655,202

TOTAL	7,207,220
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Price Escalation over time is expected to be 3%/year with the above baseline in 2018:

Total Future Cost	2019:	7,423,437
Total Future Cost	2020:	7,646,140
Total Future Cost	2021:	7,875,524

Other Owner Requested Options for this Project:

* - Photovoltaic to support building lighting and refrigerators – This can vary depending on voltage storage capacity, etc. Cost of cells meeting hurricane code requirements create some difficulties, but a realistic number would be \$120,000 to \$150,000

* - Asphalt paving for lord higel house parking lot and entry drive. - \$73,000 includes curbs and striping, signage, and ROW Access with sidewalk.

ATTACHMENT A

Fire Station 1 - City of Venice

Budgeting Estimate - Option 3 (not phased)

Gross Building Area

11733

GSF

June 1, 2018

CSI CODE	DESCRIPTION	SUBCONTRACTOR	QUANTITY	UNITS	UNIT PRICE	TOTAL	DIVISION TOTAL	COST PSF
1	GENERAL REQUIREMENTS						201,610	17.18
	General Conditions		1	ls	175,240.00	175,240		
	Survey/Layout		1	ls	17,370.00	17,370		
	Material Testing		1	ls	9,000.00	9,000		
						0		
2	SITE WORK						784,950	66.90
	Demolition of Existing FS1		1	ls	42,850.00	42,850		
	Earthwork		1	ls	61,250.00	61,250		
	Storm Water Pipe & Inlets		1	ls	38,750.00	38,750		
	Storm Retention Underground System		1	ls	175,000.00	175,000		
	Water/Fire Service		1	ls	63,250.00	63,250		
	Fire Hydrant		1	ls	6,500.00	6,500		
	Asphalt Paving Curbs Striping		1	ls	137,200.00	137,200		
	6" Concrete Paving - Reinforced		1	ls	24,000.00	24,000		
	4" Sidewalks		1	ls	14,900.00	14,900		
	New Dumpster Enclosure		1	ls	22,900.00	22,900		
	Lift Station - None Anticipated		1	ls	0.00	0		
	Operating Power gates with access Control		3	ls	22,650.00	67,950		
	Sod		62000	sf	0.27	16,740		
	Decorative Perimeter Fence		1	ls	41,660.00	41,660		
	Landscape		1	ls	50,000.00	50,000		
	Irrigation		1	ls	22,000.00	22,000		
	Well or Reclaimed Connection not budgeted		1	ls	0.00	0		
3	CONCRETE						283,458	24.16
	Soil Treatment		7144	sf	0.28	2,000		
	Concrete structural		1	ls	187,200.00	187,200		
	Concrete Precast Deck		1		56,000.00	56,000		
	Polished Concrete		1	ls	38,258.00	38,258		
4	MASONRY						152,000	12.95
	Masonry		1	ls	152,000.00	152,000		
						0		
5	STEEL & MISC. METALS						188,010	16.02
	Metal Trusses, decking, install		1	ls	148,500.00	148,500		
	Structural Steel		1	ls	29,850.00	29,850		
	Aluminum Screen Enclosure at Patio		1	ls	3,500.00	3,500		
						0		
						0		
	Bollards		16	ea	385.00	6,160		
6	WOOD & PLASTIC						138,300	11.79
	Solid Surface Window Sills		1	ls	2,000.00	2,000		
	Granite or Other Solid Counter tops		1	ls	24,000.00	24,000		
	Cabinets		1	ls	112,300.00	112,300		
7	THERMAL & MOISTURE						233,565	19.91
	Insulation - foamed in place (roof, cmu. Thermal barrier)		1	ls	38,220.00	38,220		
	Batt Insulation		1	ls	9,220.00	9,220		

ATTACHMENT A

	Barrel tile - Metal Roof system		1 ls	178,500.00	178,500		
	Gutter/downspouts - Incl in roof				0		
	Caulking		1 ls	7,625.00	7,625		
8	DOORS/FRAMES/WINDOWS/HARDWARE					269,395	22.96
	HM Doors/Frames, Wood Doors & Hardware		1 ls	85,800.00	85,800		
	Install above		44 ea	246.00	10,824		
	OHD		1 ls	46,600.00	46,600		
	Storefront/Manufactured Windows		1 ls	125,571.00	125,571		
	Mirrors		1 ls	600.00	600		
					0		
					0		
9	FINISHES					383,229	32.66
	Metal Framing/ Rigid insulation, Sound Batts/Drywall		1 ls	94,520.00	94,520		
	Exterior Stucco		1 ls	88,650.00	88,650		
	Precast Exterior Trim - Venetian		1 ls	62,530.00	62,530		
	Acrylic Plaster Apparatus Bay Ceiling	4073	sf	8.00	32,584		
	Acoustical Ceiling		1 ls	22,000.00	22,000		
	Epoxy Flooring Restrooms		1 ls	8,050.00	8,050		
	Ceramic Tile Wainscot		1 ls	12,320.00	12,320		
	Epoxy Flooring Restrooms		1 ls	8,050.00	8,050		
	Aparatus Floor Striping		1 ls	1,925.00	1,925		
	Painting		1 ls	52,600.00	52,600		
					0		
10	SPECIALTIES					44,876	3.82
	Toilet Accessories		1 ls	5,187.00	5,187		
	Fire Extinguisher/Cabinets		1 ls	750.00	750		
					0		
					0		
					0		
	Louvers		1 ls	14,200.00	14,200		
	Signage		1 ls	8,392.81	8,393		
	Gear Lockers		1 ls	11,245.70	11,246		
	Flagpoles		1 ls	5,100.00	5,100		
11	EQUIPMENT					45,697	3.89
	Washing Equipment incl Extractor		1 ls	9,327.78	9,328		
	Cascade System Model # FCFS-2BP3W		1 ls	18,010.24	18,010		
	Appliances:				0		
	Gas Range: GE Monogram ZGP366LRSS		1 ea	6,200.00	6,200		
	Microwave: whirlpool wmc50522as		1 ea	309.23	309		
	Kitchen Fridge: whirlpool wrb322DMBMSS		3 ea	1,496.93	4,491		
	Ice Machine		1 ea	3,500.00	3,500		
	Dishwasher: whirlpool wdr920sadm		1 ea	854.93	855		
	Gas Grill		1 ea	801.43	801		
	Day Room TV - Sharp 50"		1 ea	481.50	482		
	Kitchen/Fitness TV - Sharp 42"		2 ea	335.69	671		
	TV Mounts		3 ea	150.00	450		
	Blueray Player		1 ea	400.00	400		
	Sound Bar System		1 ea	200.00	200		
12	FURNISHINGS					70,494	6.01
	Window Treatments		1 ls	3,850.42	3,850		
	Fitness Equipment		1 ls	16,644.00	16,644		
	Furniture (FF&E)				0		

ATTACHMENT A

	Allowance for FF&E		1	ls	50,000.00	50,000		
13	SPECIAL CONSTRUCTION						28,000	2.39
	Stainless Steel Access Slide - Allow		1	ls	28,000.00	28,000		
						0		
14	ELEVATORS						79,450	6.77
	Elevator - Kone Traction		1	ls	79,000.00	79,000		
	Hoist and Beam		1	ls	450.00	450		
15	MECHANICAL						320,870	27.35
	Fire Protection		1	ls	24,850.00	24,850		
	Gas Piping		1	ls	1,500.00	1,500		
	Plumbing		1	ls	108,520.00	108,520		
	HVAC - Chiller Plant Separate Pricing (not in total below)					0		
	Grease Trap	incl above				0		
	HVAC - All Work Excludes New Chiller Plant		1	ls	186,000.00	186,000		
16	ELECTRICAL						462,000	39.38
	Electrical		1	ls	462,000.00	462,000		
	Site Lighting	incl above	1	ls		0		
	Generator - Separate Estimate Item (Not in total below)					0		
	Fire Alarm	incl above	1	ls	0.00	0		
	Structured Cabling	incl above	1	ls	0.00	0		
	Paging System	incl above	1	ls	0.00	0		
17	MISC.						32,000	2.73
	New Access Control System	Allow	1	ls	32,000.00	32,000		
						0		
	SUBTOTAL						3,717,905	316.88
	GL Insurance					0.0095	35,320	
	Builder's Risk Insurance						18,000	
	CM Fee					0.0800	301,698	
	SUBTOTAL						4,072,923	
	Performance & Payment Bond					0.01000	40,729	
					TOTAL		4,113,652	350.61

Cost of New Chiller Plant and Impact Structures to Service both City Hall and Fire Station	841,000
Cost of New 800 KW Generator, Fuel Tank and Impact Enclosures to service both City Hall and Fire Station	870,000
Estimated Building Permit and Utility Impact Fees	121,415
Design and Engineering Fees (Including Chiller and Generator Adds)	582,465

Total Project Estimating Contingency 10% 652,853

TOTAL	7,181,385
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Price Escalation over time is expected to be 3%/year with the above baseline in 2018:

Total Future Cost	2019:	7,396,827
Total Future Cost	2020:	7,618,732
Total Future Cost	2021:	7,847,294

Other Owner Requested Options for this Project:

* - Photovoltaic to support building lighting and refrigerators – This can vary depending on voltage storage capacity, etc. Cost of cells meeting hurricane code requirements create some difficulties, but a realistic number would be \$120,000 to \$150,000

* - Asphalt paving for lord higel house parking lot and entry drive. - \$73,000 includes curbs and striping, signage, and ROW Access with sidewalk.

ATTACHMENT A

CIVIL ENGINEERING DUE DILIGENCE REPORT

ATTACHMENT A



Fisher Engineering
1817 Pinyon Pine Drive
Sarasota, FL 34240
941-203-8565
www.fisherengr.com

**CIVIL ENGINEERING
DUE DILIGENCE
FOR
VENICE FIRE STATION NO. 1 REPLACEMENT
FOR
SWEET SPARKMAN ARCHITECTS**

**PREPARED BY
FISHER ENGINEERING**

**1817 Pinyon Pine Drive
Sarasota, Florida 34240
Tel: 941-203-8565**

ATTACHMENT A

Sweet Sparkman Architects
Venice Fire Station No. 1 Replacement
March 26, 2018

Civil Engineering Due Diligence for Venice Fire Station No. 1 Replacement

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- 2. Existing Stormwater Drainage**



ATTACHMENT A

Sweet Sparkman Architects
Venice Fire Station No. 1 Replacement
March 26, 2018

I. AUTHORIZATION

Fisher Engineering was authorized by Sweet Sparkman Architects to perform civil engineering due diligence and prepare a narrative for the City of Venice for the replacement of Venice Fire Station No. 1 located in Venice, Florida. The location of the existing fire station is Sarasota County Parcel ID Number 0176080001 and the address is 112 Harbor Drive South, Venice, FL 34285.

II. PURPOSE AND SCOPE

The purpose of this study is to assist in the assessment of the civil engineering infrastructure as it relates to the replacement of Fire Station No. 1 in the City of Venice. The scope of the study includes a review of the adequacy of existing drainage facilities, potable water and sanitary sewer availability and locations, and an assessment of other site infrastructure including parking and traffic circulation needed to accommodate the future building. Concept plan options provided by Sweet Sparkman Architects identify potential locations for the new building. The locations identified are within the current parcel that the existing building occupies. The parcel also houses the City of Venice City Hall Complex. Proposed Site Plan Option 1 provides for a new building in the same location as the existing building. Proposed Site Plan Option 2 provides for a new location for the building at the southwest corner of the parcel. Proposed Site Plan Option 3 provides for a new building in the same location as the existing building with variations in traffic patterns from Option 1. Based on these concept plans, Fisher Engineering has consulted with the City of Venice Fire Department, the City of Venice and the Southwest Florida Water Management District (SWFWMD) to develop a narrative of existing and available infrastructure and an assessment of improvements that may be required for the proposed building.

III. TRAFFIC CIRCULATION AND PARKING

The existing City Hall and Fire Station parcel maintains parking and vehicular circulation within and around the perimeter of the parcel. Existing perimeter parking is available along Venice Avenue West, Avenue Des Parques, and along the northeast corner of Harbor Drive South. Existing interior parking for the site is located at the west end of the parcel and in the central interior of the property. Ingress and Egress access locations to the interior parking are located at Avenue Des Parques and Granada Avenue. The existing fire station ingress/egress locations are at Harbor Drive South and at Granada Avenue. The existing interior parking is identifiable by striping but is not specifically identified as to the intended user. This creates a mixture of parking throughout the site consisting of City of Venice staff, Fire Department employees and citizen commuters.



ATTACHMENT A

Sweet Sparkman Architects
Venice Fire Station No. 1 Replacement
March 26, 2018

Proposed Site Plan Option 1 places the fire station in a similar location to its existing condition and maintains a similar parking arrangement to the existing parcel but alters the use of parking areas considerably via the use of fencing and gating. As seen in the Option 1 drawing, the northwest parking lot remains the same and is open to the general public. The southwest parking area and the central interior parking area are fenced and gated. New and additional gated parking has been added along the southern property line behind the proposed fire station due to the relocation of the chiller yard. A new ingress/egress driveway has been proposed on the eastern end of the central interior parking lot for access to Harbor Drive South. New and additional offsite parking has been added in the median of Avenue Des Parques and along Granada Avenue. The ingress/egress access locations for the fire station remain the same. However, the access along Granada Avenue has been shifted further to the west.

Proposed Site Plan Option 2 places the fire station in the southwest corner of the parcel. Ingress/egress access for the fire trucks is located on Avenue Des Parques and Granada Avenue. A landscaped median is located beyond the ingress/egress location for the fire trucks in Avenue Des Parques. This median will require removal to allow for fire truck maneuvers to south bound Avenue Des Parques. Additionally, overhead power lines may need to be relocated underground at the southwest corner of the parcel to prevent overhead obstructions for fire trucks. The location of the fire station removes existing parking in this area but is replaced with new parking in the southeast corner of the property. The new southeast corner parking area has ingress/egress access to Harbor Drive South. The chiller yard has been relocated in this option. The existing northwest parking lot within the parcel remains and has ingress/egress access along Avenue Des Parques. New and additional offsite parking has been added in the median of Avenue Des Parques and along Granada Avenue. Proposed Site Plan Option 2 provides the greatest total overall parking spaces when compared with the other two plan options.

Proposed Site Plan Option 3 places the fire station in a similar location to its existing condition. As seen in the Option 3 drawing, the chiller remains in its existing location and gated parking behind the fire station is reconfigured around the structure. A new gated ingress/egress access has been provided for cars and fire trucks along Avenue Des Parques and an ingress/egress access is provided for fire trucks on Harbor Drive South. The northwest parking lot within the parcel remains the same and the central interior parking lot has been slightly altered for more parking and is gated. An ingress/egress driveway access for automobile parking has been provided at Harbor Drive South. New and additional offsite parking has been added in the median of Avenue Des Parques and along Granada Avenue. Proposed Site Plan Option 3 provides the least total overall parking spaces when compared with the other two plan options.



IV. UTILITIES

Fisher Engineering has investigated the availability of utilities within the property to serve the proposed buildings in Option 1, Option 2 and Option 3 including water, sewer, electric, telecommunications and miscellaneous utilities. The review was based on meetings and communication with City of Venice Utility Department and the City of Venice Engineering Department. The potable water and sanitary sewer exhibit attached in this report provides a graphical representation of the existing distribution of water and sewer within City of Venice right-of-way near the property.

Potable Water

The City of Venice Utility Department provides potable water service for the parcel via a 10-inch water main running parallel to and within the northerly right-of way of Granada Avenue. Two fire hydrants are tapped into this water main and are located adjacent to the parcel. One hydrant is near the existing fire station and the other is located at the southwest corner of the property. A 6-inch water service enters the parcel from the 10-inch water main at the existing fire station drive on Granada Avenue to service the site. Within the property near the chiller yard are fire backflow and water meter assemblies connected to the 6-inch water service which serves City Hall and the existing fire station. A six-inch potable water main is located within the Avenue Des Parques South right-of-way located at the west end of the parcel. This water main does not currently provide potable water service to the property.

Proposed Site Plan Option 1 and 3 could utilize the existing potable water service connections that currently service the existing building. These building service connections within the property and the fire hydrant near the existing fire station may only need to be relocated and could eliminate the need for a new tap in the water main within Granada Avenue. Additionally, the fire backflow and water meter assemblies and the existing 6-inch water main within the property could possibly remain in their existing locations with this layout. The fire department is requesting a new fire hydrant be located near the southeast corner of the parcel. A new tap into the existing 10-inch water main would be required to accommodate this fire hydrant. Sprinklering of the new building can be achieved by tapping into the fire hydrant assembly line or tapping into the 10-inch water main within Granada Avenue.

Proposed Site Plan Option 2 could also utilize the existing potable water service connections that currently service the existing building. These building service connections within the property would need to be re-routed to service the new building and could eliminate the need for a new tap in the water main within Granada Avenue. Both fire hydrants located within the Granada Avenue right-of-way could remain in their existing locations. The fire backflow and water meter assemblies and the existing 6-inch water main within the property could remain in their existing locations with this layout. Sprinklering of the new building can be achieved by tapping into the fire hydrant assembly line or tapping into the 10-inch water main within Granada Avenue.

ATTACHMENT A

Sweet Sparkman Architects
Venice Fire Station No. 1 Replacement
March 26, 2018

Sanitary Sewer

The City of Venice Utility Department provides sanitary sewer service for the parcel via an 8-inch sanitary sewer gravity main running parallel to and within the southerly right-of way of Granada Avenue. A 6-inch sanitary sewer service enters the parcel from the 8-inch sanitary sewer main at the existing fire station drive on Granada Avenue to service the site.

Proposed Site Plan Option 1 and 3 could utilize the existing sanitary service connection that currently services the existing building. This building service connection within the property may need to be relocated to accommodate the new building and could eliminate the need for a new connection to the sewer main within Granada Avenue.

Proposed Site Plan Option 2 could also utilize the existing sanitary service connection that currently services the existing building. This building service connection within the property may need to be relocated to accommodate the new building and could eliminate the need for a new connection to the sewer main within Granada Avenue. Survey data would be required to determine that an adequate slope could be maintained for the service line. In the event adequate slope is not available, a new connection into the sewer main within Granada Avenue would be necessary.

Reclaimed Water

Reclaimed water is not within the vicinity of the subject parcel. The closest connection point is approximately 0.5 miles to the southeast near the intersection of Nokomis Avenue South and Milan Avenue West.

Wells

No wells are located near the proposed project limits.

Electric

FPL is the electric provider through the area. Perimeter power lines are overhead on utility poles. Power interior to the site is underground and will need to be field verified to determine the exact locations and to determine if relocation of lines may be necessary for any of the Proposed Site Plan Options. The overhead power lines on Avenue Des Parques would need to be relocated underground for Site Plan Option 2 to provide fire truck clearance.

Gas

No gas facilities are located near the proposed project limits.

Telecommunications

The current service is provided through “My-Florida-Network” for City Hall and the Fire Station with the main line for the telephone service through AT&T. The Fire Station is connected via a fiber optic line that runs under the parking lot to weight room where the telephone and IT equipment is located.

The telecommunication lines will need to be physically located by the provider to determine if relocation will be necessary for either of the Proposed Site Plan Options.



V. Stormwater Management System

The following information regarding the stormwater management system is based on discussions with the Southwest Florida Water Management District (SWFWMD), permitted and record drawings from SWFWMD, and recorded permits maintained at the SWFWMD and City of Venice plan rooms. The stormwater drainage exhibit attached in this report provides a graphical representation of the existing stormwater management system within the vicinity of the property.

Two independent stormwater systems exist on the City Hall / Fire Station property. The first system is located within the northeast quadrant of the parcel. The second is located within the southern half of the parcel. Both systems incorporate stormwater ponds, underground piping and inlets throughout the site to provide stormwater attenuation and treatment for the property.

The first system commences within the existing asphalt drive and parking area between the existing fire station and city hall buildings. Stormwater is collected via inlets and routed through concrete piping to the east end of the property. The stormwater is then conveyed via piping to the northeast corner of the parcel to a retention pond. From this pond, the stormwater is routed to the west along the northern property line through a series of two more ponds and piping until eventually discharging into piping located in the Venice Avenue West right-of-way at the northwest corner of the property. This system collects stormwater from most of the northern half of the property including the city hall building structure and parking areas.

The second system commences just north of the existing chiller structure. A retention area collects stormwater from the southern half of the west parking lot and chiller yard area and routes stormwater via piping to a retention pond located at the southeast corner of the parcel. Stormwater then discharges via piping to a stormwater structure located within the Harbor Drive South right-of-way. This system collects stormwater from most of the southern half of the property including the fire station building structure and fire station driveways.

Proposed Site Plan Options 1, 2 and 3 would remove the majority of the exiting stormwater retention at the southern end of the site. Due to the constraints of the improvements, several options were discussed with SWFWMD and the City of Venice regarding replacement of these attenuation and treatment facilities and for providing attenuation and treatment for any increase in impervious area. Possible options include modification of the northern ponds via retaining walls, converting the northern ponds to wet ponds, and the use of underground stormwater chambers or vaults beneath the parking lot areas or a combination of all of these items. A detailed investigation would be required to determine the exact extent of the modifications that would be required for replacement. Per SWFWMD, the City of Venice Watershed Model maps the existing onsite ponds as floodplain. SWFWMD stated that any new design would need to demonstrate the existing storage up to a 100-year storm would be replaced or show how stage increases for the 2-100 year 24-hour storms.

ATTACHMENT A

Sweet Sparkman Architects
Venice Fire Station No. 1 Replacement
March 26, 2018

Also included in the discussions with SWFWMD was the additional offsite parking within the streets on Granada Avenue and Avenue Des Parques. This additional impervious area may not require attenuation or treatment if the areas comply with the SWFWMD exemption rules.

VI. Permitting

Several agencies will be required to redevelop the site for the proposed fire station and parking improvements.

Planning and Zoning, Site and Development, and Building permitting for the parcel falls within the City of Venice jurisdiction. The design and construction will be required to adhere to the planning, engineering, technical, and building standards established by the City of Venice. The procedures for permitting through the City of Venice will need to be discussed with City staff due to the parcel zoning of GU, Governmental Use.

Driveway access to City maintained streets will be permitted through the City of Venice. Granada Avenue, Avenue Des Parques and Venice Avenue West are City of Venice maintained roads.

Driveway access to Sarasota County maintained streets will be permitted through Sarasota County. Harbor Drive South is maintained by Sarasota County. The City of Venice may have agreements with Sarasota County for certain improvements and will need to be discussed with the City of Venice.

The Southwest Florida Water Management District will require a Major Modification ERP for the current associated permit Number 3863.000/001 for the parcel.

New water and sewer or taps and connections to public mains and sewers will require permitting through the City of Venice Utility Department, Florida Department of Environmental Protection and the Department of Health.



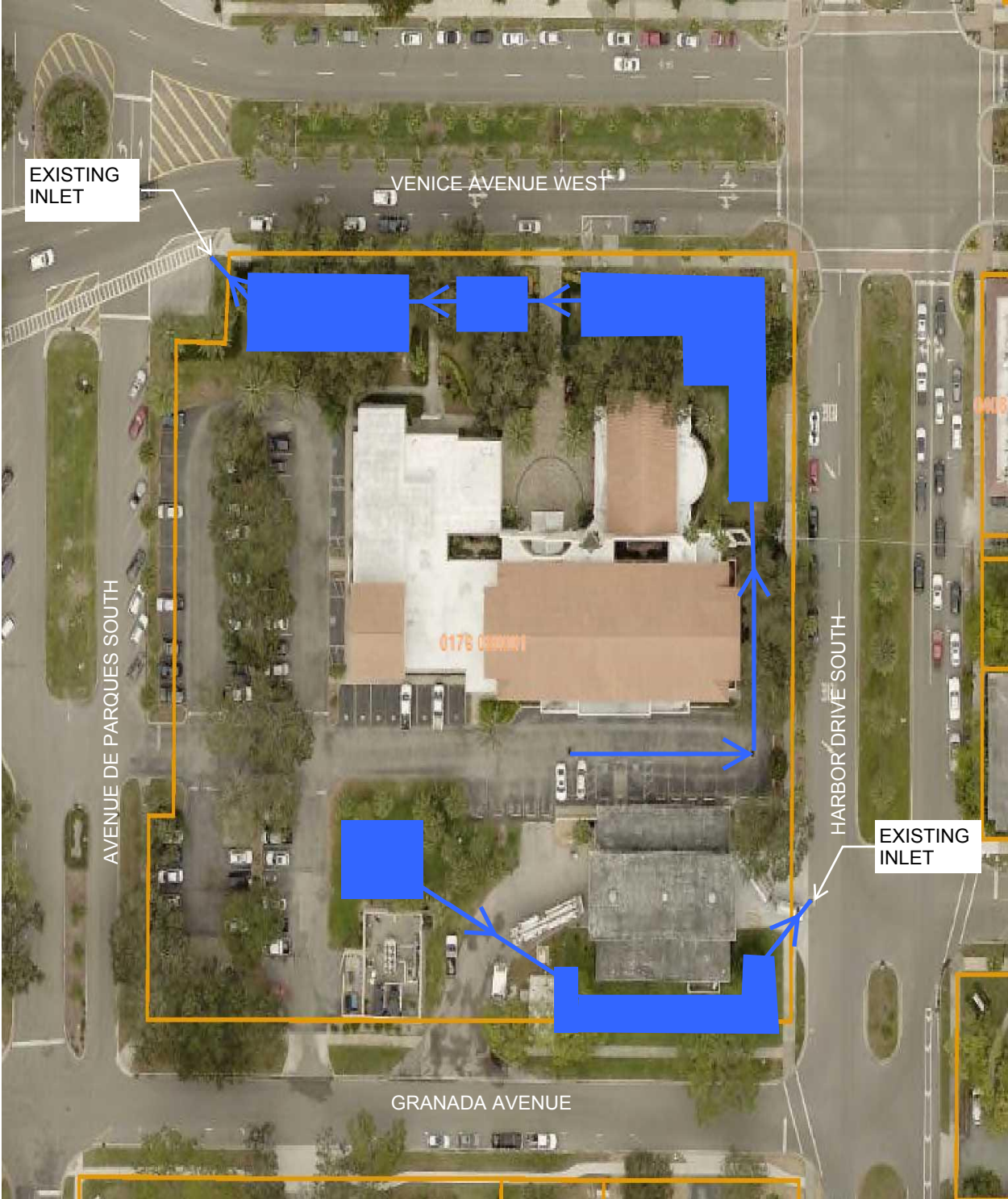
ATTACHMENT A

Sweet Sparkman Architects
Venice Fire Station No. 1 Replacement
March 26, 2018

EXHIBITS



ATTACHMENT A
EXISTING STORMWATER DRAINAGE EXHIBIT



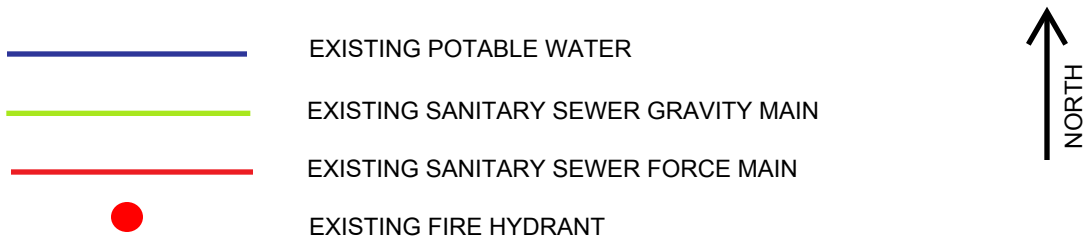
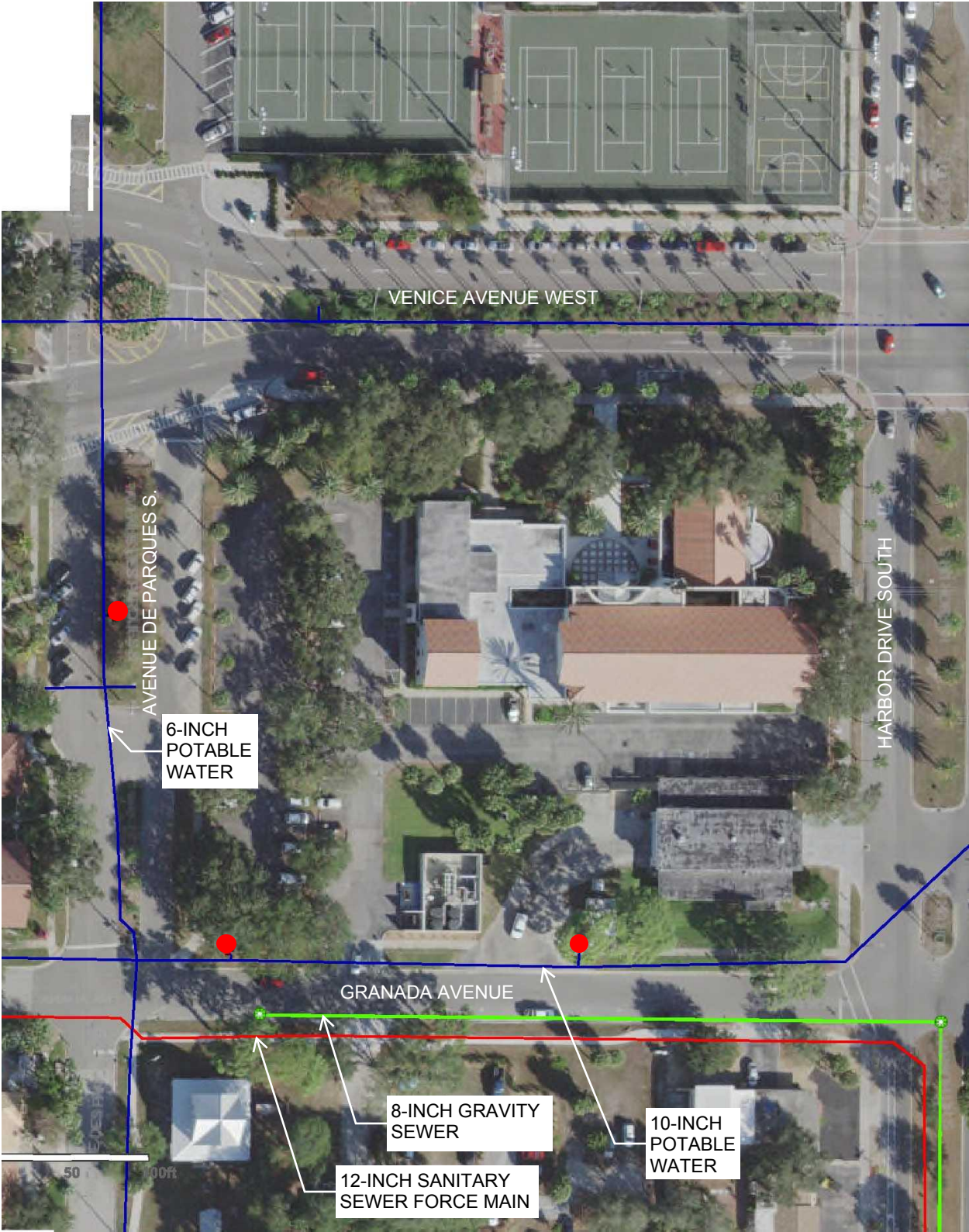
EXISTING STORMWATER RETENTION POND



EXISTING STORMWATER PIPE FLOW
AND DIRECTION



ATTACHMENT A
EXISTING POTABLE WATER AND SANITARY SEWER EXHIBIT



ATTACHMENT A

SWFWMD PRELIMINARY MEETING NOTES

ATTACHMENT A

THIS FORM IS INTENDED TO FACILITATE AND GUIDE THE DIALOGUE DURING A PRE-APPLICATION MEETING BY PROVIDING A PARTIAL "PROMPT LIST" OF DISCUSSION SUBJECTS. IT IS NOT A LIST OF REQUIREMENTS FOR SUBMITTAL BY THE APPLICANT.



SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT RESOURCE REGULATION DIVISION PRE-APPLICATION MEETING NOTES

**FILE
NUMBER:
PA 405420**

Date:	3-8-2018		
Time:	10:00am		
Project Name:	Venice Fire Station #1		
District Engineer:	Steve Lopes, P.E.		
Attendees:	Gregg Fisher, P.E./Fisher Engineering gfisher@fisherengr.com Karl Bernhard, AIA kbernhard@sweetsparkman.com		
County:	Sarasota	Sec/Twp/Rge:	12/39/18
Total Land Acreage:		Project Acreage:	acres

Prior On-Site/Off-Site Permit Activity:

- 403863.000, .001

Project Overview:

- Fire station renovation on existing City of Venice property. New building will replace old building, relocate chiller area. Increase in impervious approximately 6100 SF.

Site Information Discussion: (SHW Levels, Floodplain, Tailwater Conditions, Adjacent Off-Site Contributing Sources, Receiving Waterbody, etc.)

- Document/justify SHWE's at pond locations.
- Two existing ponds within project area (Ponds 4 and 5). Ponds 4 and 5 will need to be relocated/replaced due to site improvements. The permitted treatment area for Ponds 4 and 5 appears to be 1.116 ac (for 1/2" equates to 0.047 acre-feet treatment volume).
- Due to site constraints, discussed possibility of modifying existing Ponds 1, 2 and 3 to provide additional treatment/attenuation storage volume to compensate for loss of Ponds 4 and 5. Possible modifications discussed included converting Ponds 1, 2 and 3 to wet ponds and/or providing retaining walls to maximize storage.

Water Quantity Discussions: (Basin Description, Storm Event, Pre/Post Volume, Pre/Post Discharge, etc.)

- Demonstrate that post development peak discharges from proposed project area will not cause an adverse impact for a 25-year, 24-hour storm event.
- Demonstrate that any contributory upgradient offsite runoff is accommodated onsite. Refer to ERP Applicant's Handbook Vol. II Subsection 3.8.
- Demonstrate that the project will not increase flood stages up- or down-stream of the project area(s).
- City of Venice Watershed Model maps the existing onsite ponds as 'floodplain'. Demonstrate the existing storage (up to 100yr) is replaced. Otherwise use model to demonstrate no adverse stage increases for 2.33yr, 10yr, 25yr, 100yr 24-hr storms.

Water Quality Discussions: (Type of Treatment, Technical Characteristics, Non-presumptive Alternatives, etc.)

- Provide water quality treatment for entire project area and all contributing off-site flows. Refer to Part IV, A.H.V.II.
- Net improvement
- Refer to rule 62-330.301(2), F.A.C.
 - WBID 2018B impaired for nutrients. Please verify accuracy of WBID boundaries and status of impairment.
 - The application must demonstrate a net improvement for nutrients. Applicant may demonstrate a net improvement for the parameters of concern by performing a pre/post pollutant loading analysis based on existing land use and the proposed land use. Refer to ERP Applicant's Handbook Vol. II Subsection 4.1(g).

Operation and Maintenance/Legal Information: (Ownership or Perpetual Control, O&M Entity, O&M Instructions, Homeowner Association Documents, Coastal Zone requirements, etc.)

- The permit must be issued to entity that owns or legally controls the property.
- Provide evidence of ownership or control by deed, easement, contract for purchase, etc.

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Application Type and Fee Required:

- For Major Modification of ERP 3863.000/.001: Provide/address Sections A, C, and E of the SWERP Application.
- < 10 acre of project area and no wetland or surface water impacts fee is \$182.00. Online Submittal.
- < 10 acres of project area and < 1 acre of wetland or surface water impacts fee is \$1,092.00. Online Submittal.
- Consult the [fee schedule](#) for different thresholds..
- Possible street parking improvements (Granada Avenue) may be included as part of the ERP application, or it may be submitted as a separate permit application or exemption verification. Treatment/attenuation not required if meets Rule 62-330.020(2), F.A.C. criteria.

Other: (Future Pre-Application Meetings, Fast Track, Submittal Date, Construction Start Date, Required District Permits – WUP, WOD, Well Construction, etc.)

- An application for an individual permit to construct or alter a dam, impoundment, reservoir, or appurtenant work, requires that a notice of receipt of the application must be published in a newspaper within the affected area. Provide documentation that such noticing has been accomplished. Note that the published notices of receipt for an ERP can be in accordance with the language provided in Rule 40D-1.603(10), F.A.C.
- Provide a copy of the legal description (of all applicable parcels within the project area) in one of the following forms: Deed with complete Legal Description attachment, Plat, Boundary survey of the property(ies) with a sketch.
- The plans and drainage report submitted electronically must include the appropriate information required under Rules 61G15-23.005 and 61G15-23.004 (Digital), F.A.C. The following text is acceptable to the Florida Board of Professional Engineers (FBPE) to meet this requirement and must appear where the signature would normally appear:

*ELECTRONIC (Manifest): [Licensee] State of Florida, Professional Engineer, License No. X
This item has been electronically signed and sealed by [Licensee, PE] on [DATE] using a SHA
authentication code. Printed copies of this document are not considered signed and sealed and the SHA
authentication code must be verified on any electronic copies*

*DIGITAL: [Licensee] State of Florida, Professional Engineer, License No. X; This item has been digitally
signed and sealed by [Licensee, PE] on [DATE] using a Digital Signature; Printed copies of this document
are not considered signed and sealed and the signature must be verified on any electronic copies.*

- Provide soil erosion and sediment control measures for use during construction. Refer to ERP Applicant's Handbook Vol. 1 Part IV Erosion and Sediment Control.

Disclaimer: The District ERP pre-application meeting process is a service made available to the public to assist interested parties in preparing for submittal of a permit application. Information shared at pre-application meetings is superseded by the actual permit application submittal. District permit decisions are based upon information submitted during the application process and Rules in effect at the time the application is complete.

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