

City of Gainesville (Client)
Peter McNiece | Project Manager
Wild Spaces & Public Places

October 19, 2020

Ref: Architectural and Engineering Design Services Proposal for Thelma Boltin Center Improvements

Dear Peter,

Wannemacher Jensen Architects, Inc. (WJA) is pleased to submit this proposal to provide Services for the Thelma Boltin Center Improvements. This proposal is based upon the following assumptions.

Project Description/Information

Location:

516 NE 2nd Ave, Gainesville, FL 32601

Program and Physical Characteristics:

The Thelma Boltin Center is an historic public building and an active City recreation center. The building was renovated in 1999.

In an effort to create a Cultural District in Gainesville's urban core area, the City hired Walker Architects to assess existing building conditions and proposed potential facility improvements. Based on the renovation options described in the Walker Feasibility Study, the City intends to renovate the Thelma Boltin Center into an improved public cultural amenity, per the Thelma Boltin Center Master Plan and Feasibility Study's: Minor Addition concept.

Renovation Scope

The proposed renovation scope includes building and site improvements.

- Building improvements include:
 - Upgrades and/or replacement of building mechanical and safety systems to meet current codes, ADA requirements, and enhance building character
 - Internal building layout modifications to create a new main entrance, lobby and front desk, 2 multi-purpose activity rooms, restrooms, support areas, and revised access to the backyard
 - New finishes and furnishings to enhance the building character and usability as a flexible, public cultural amenity
 - A 600-1,000 SF offstage building addition to include a greenroom/office, restroom, storage, and direct access to the stage (including ADA).
- Site improvements include:

- Circulation redesign to establish the new building entrance as the main facility access point
- Backyard redesign to enhance its usability as an outdoor event space
- Dumpster enclosure
- ADA parking and accessible path to the building
- Proposed Building Program
 - New main entrance, lobby, and welcome desk with visibility of lobby and main activity areas
 - New access to the backyard, with clear view from the lobby and main multipurpose hall entrance
 - 2 multi-purpose activity rooms (approximately 4,270 SF and 1,180 SF)
 - Restrooms per code
 - Storage and janitor rooms
 - 1 catering kitchen
 - 1 offstage greenroom/office, restroom, and storage
 - ADA access to the stage and site
- Proposed Site Program
 - Revised and simplified exterior building access
 - Improved backyard to encourage outdoor event use and rentals
 - Improved Sweetwater Creek edge between NE 3rd Ave and NE 2nd Ave
 - Surface parking improvements for ADA parking and access to the building

Client's Budget:

\$2,250,000, including all design, permitting, construction, furnishings, and fees

In the event that construction bids exceed the \$2 million budget, Wannemacher Jensen Architects, Inc. will work with the City of Gainesville to redesign the scope of work as necessary to bring the project back under budget. These additional design services will be performed at no additional cost to the City of Gainesville.

Anticipated Schedule:

Schematic Design Documents: 2 months from Kick-off Meeting

Client Review of Schematic Design Documents: 2 weeks

Design Development Documents: 2 months

Client Review of Design Development Documents: 2 weeks

Construction Documents: 2 months

Client Review of Construction Documents: 2 weeks

Bidding/Permitting: 2 months

Construction Administration: 6 months

Scope of Basic Services

The Basic Services below consist of the usual and customary Schematic Design, Design Development, Construction Documents, Permitting/Bidding, and Construction Administration for architectural, structural, mechanical, electrical, and plumbing engineering services. Services not set forth in the Scope of Basic Services are considered Supplemental Services.

Task 1: Schematic Design

Based upon a Client provided approved program of spaces we will prepare Schematic Design Documents for review and approval. The documents will consist of items necessary to convey the nature of the schematic approach, including an architectural site plan, preliminary building plans and other drawings as needed for Client review and feedback.

The Architect will:

1. Coordinate and attend a kick-off meeting to discuss and reach an understanding of the Client's Project requirements.
 - a. A due diligence site visit will be completed at time of kick-off meeting.
2. Review the program and other information provided by the Owner, review laws, codes, and regulations applicable to the Project.
3. Evaluate the Owner provided program, schedule, budget for the Cost of Work, Project site, and other information pertinent to the requirements of the Project.
4. Coordinate and attend progress meeting(s) via web conference.
5. Prepare site plan, preliminary building plan, sections and elevations required to develop and coordinate the schematic scope of work.
6. Submit Schematic Design Documents for Owner's review and approval in PDF Format.

Task 2: Design Development

Based upon the Client's approval of the Schematic Design Documents, the Architect will prepare Design Development Documents for review and approval. The Design Development Documents will consist of items necessary to illustrate and describe the development of the schematic design, including building plans, sections, elevations and diagrammatic layouts of building systems necessary to convey the character of the project.

The Architect will:

1. Meet and coordinate systems with engineering design consultants.
2. Prepare developed plans, sections, elevations, typical construction details, and diagrammatical layouts of building systems.
3. Coordinate and attend progress meeting(s) via web conference.
4. Outline specifications that identify the major materials and systems.
5. Submit Design Development Documents for Owner's approval in PDF Format.

Task 3: Construction Documents

Based upon the Client's approval of the Design Development Documents, the Architect will prepare Construction Documents for review and approval. The Construction Documents will illustrate and describe the further development of the approved Design Development Drawings and will consist of detailed Drawings and Specifications that describe requirements for the construction of the work. The Construction Documents will be used for the purpose of bidding, permitting, and construction.

The Architect will:

1. Meet and coordinate systems with engineering design consultants.
2. Coordinate and attend progress meeting(s) via web conference.
3. Prepare a set of Digital Construction Documents including detailed design plans, detailed building system plans, specifications identifying materials, systems and their respective standard of quality.

Task 4: Assistance with Permitting/Bidding

Following the Client's approval of the Permit Documents, the Architect will assist the Client/Contractor with permitting and obtaining bids from subcontractors.

The Architect will:

1. Provide Signed and Sealed digital document sets for the building permit
2. Modify documents as required in response to Permit Review comments
3. Assist the Client/Contractor with preparation and distribution of bid documents.
4. Respond to questions and provide clarifications and interpretations of the Construction Documents to Client/Contractor and prospective subcontractors.

Task 5: Construction Administration

The Architect will provide construction oversight to ensure the project is built according to the Construction Documents. The Architect will assist the Contractor when conflicts or clarifications are needed. The Architect and Engineers will make periodic site visits to observe construction and follow the progress.

The Architect will:

1. Attend up to six meetings/site visits at the project site.
2. Attend up to six virtual meetings.
3. Review of and respond to the contractor's submittals and shop drawings.
4. Provide telephone and email correspondence as necessary.
5. Respond to the contractor's questions and need for clarifications.
6. Attend the Substantial Completion walk-through.
7. Attend the Final Completion Walk-Through.
8. Review and respond to the Contractor's prepared as-built drawings.

Task 6: Surveying and Mapping Services

1. Boundary Survey according the State of Florida Technical Standards.
2. Topographic Survey based on NAVD 1988 elevation data limits will include the entire right of way of all adjacent roads.
3. All trees with a breast height diameter of a least 8 inches will be located and mapped according the standards set forth by the City of Gainesville.
4. All above ground utilities will be located and mapped and any above ground evidence of underground utilities will be located and mapped.

Task 7: Civil Engineering

1. On the basis of the approved Concept Plan, prepare the Final Site Plan and Construction Drawings indicating the scope, extent, and character of the Work to be performed and furnished by the Contractor. Civil technical specifications will be prepared, where appropriate. Necessary plans for City approval such as architectural, mechanical, electrical, plumbing, and structural will be provided by the Client. The construction documents will include the following items:
 - Final Site Plan
 - Paving, Grading, and Drainage Plans
 - Site Demolition Plan
 - Minimum Finish Floor Elevations
 - Horizontal Geometry Plan
 - Details and General Notes

- Stormwater Pollution Prevention Plan
2. Submit final construction plans to City of Gainesville for review and action.
 3. Provide the Client signed and sealed copies of the approved construction plans.
 4. Consultant will participate in design coordination meetings for a total of 8 hours with the Client, Client's representatives, and local agency representatives during the design process.
 5. Consultant will prepare and submit to the appropriate agencies, standard site engineering permit applications upon completion of the construction drawings. GFY will prepare the permit application forms and exhibits in accordance with and containing specific technical information required by the agencies. Should the reviewing agencies request additional data, reports, studies, etc., during their review, preparation of such data that could not be reasonably anticipated will be considered an Additional Service and Consultant compensated therefore, as the scope of such requests cannot be predetermined. Clarifications to the submittal plans and reports requested by the permitting agencies to deem the applications complete will be addressed as a part of these basic services.
 6. The following permit applications are anticipated for this project and included subject to pre-application conference agreements:
 - a. Local Government (City of Gainesville Permitting)
 - i. Construction Plan Approval (Minor Development Review)
 7. Attend a pre-construction meeting with the Client and contractor.
 8. Make visits to the site at intervals appropriate to the various stages of construction, as Consultant deems necessary, in order to observe the Work to verify that the applicable construction has been performed in general conformance with the drawings and permits as necessary for certifications to the appropriate governmental authorities. Consultant shall not during such visits or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over Contractor's work, nor shall consultant have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by the Contractor, for safety precautions and programs incident to Contractor's work or any failure of Contractor to comply with Laws and regulations applicable to Contractor's furnishing and performing the Work. Accordingly, Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the Contract Documents.
 9. Review and approve or take other appropriate action with respect to Shop Drawings and Samples and other data, which contractor is required to submit, but only for conformance with the information given in Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated in the contract documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. The consultant has no obligation to meet any Contractor's submittal schedule that is earlier than acceptable to Consultant.
 10. Attend scheduled meetings with Client and/or Contractor for a maximum of 4 hours.
 11. After notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with Client and Contractor, promptly conduct an inspection to determine if the work is substantially complete and perform one (1) re-inspection, if required.
 12. Prepare and furnish to Client and applicable governmental authorities, Record Drawings, showing appropriate record information based on survey data supplemented with Project annotated record documents received from Contractor.
 13. Provide Engineer's certifications of completion, as appropriate, to applicable governmental authorities.

Task 8: Landscape Architectural Services

Consultant will prepare a “Code Landscape Plan” (the Landscape Plan) sufficient for review and action by the local governing authority.

- Revise the Landscape Plan one (1) time based upon review comments from Client and/or local government authority.
- Prepare landscape specifications.
- Prepare irrigation performance specifications.
- Provide the Client the final Landscape Plan together with landscape specifications and irrigation performance specifications in the Final Design Phase package referenced above.

Note: Should the City desire more detailed and/or additional Landscape Architectural services including, but not limited to, entry landscape and hardscape plans, building foundation landscape plans, hardscape plans, streetscape plans, special paving designs, signage design, or detailed irrigation design and plans; Consultant will prepare an Additional Services Authorization for Client review and approval.

Task 9: Measured Drawings of Existing Facility

Architect will visit the site to check the accuracy of the City provided “Thelma Boltin Drawing Set 1999” and will prepare digital architectural CAD drawings of the existing building.

Task 10: Cost Estimating

Following approval of the Schematic Design Documents, a preliminary construction cost estimate will be developed. Following approval of Design Development Documents, a detailed Design Development cost estimate will be prepared. A final detailed Construction Document cost estimate will be prepared at 90% Construction Documents.

PROPOSED FEES:

The following is a summary of the total fees for all services listed above.

Task	Basic Services	Total Fee
Task 1	Schematic Design	\$31,025
Task 2	Design Development	\$43,010
Task 3	Construction Documents	\$68,530
Task 4	Bidding / Permitting	\$3,350
Task 5	Construction Administration	\$26,860
	Sub-Total	\$172,775
Task	Supplemental Services	Total Fee
Task 6	Surveying and Mapping Services	\$9,045
Task 7	Civil Engineering	\$18,250
Task 8	Landscape Architecture	\$1,255
Task 9	Measured Drawings of Existing Facility	\$2,705
Task 10	Cost Estimating	\$10,350
	Sub-Total	\$41,605
	Total	\$214,380

The Following Services Are Not Included Within This Fee:

- Feasibility Studies/ Analysis
- Facility Programming
- Master Planning
- Soils Investigations/Reports
- Asbestos Consultation/Surveys – City to investigate building’s asbestos content.
- Environmental Assessments
- Traffic Analysis
- Existing Site Utility Infrastructure Improvements
- Site Lighting Design
- Specialty Consultants: Data/Telephone Communications; Cost/Scheduling; Electronic/Audio Visual; Elevator; Food Service; Hazardous Material; Hospital/Laboratory; Interior Design; Indoor Air Quality; Quality Control; Theater/Acoustical; Security
- Life Cycle Cost and/or Energy (FLEET) Analysis
- LEED Consultation
- Graphic and Signage Design
- Documents Prepared for: Alternate Bids Requested by Owner, Change Orders, Multiple Construction Contracts, Record Documents/As-Builts
- Prolonged Construction Contract Administration Services
- Construction Phasing or Multiple Bid Submissions
- Threshold Inspections
- Project Representation During Construction Beyond "periodic inspection"
- Additional Construction Contract Administration Services for Multiple Contracts

- Building Commissioning and Training Services
- Post Occupancy Inspections/ Evaluations
- Renderings/Models/Videos
- Changes to Scope, Size or Complexity
- Revisions to Previously Approved Documents

Thanks for the opportunity to propose services for your project. Your signature below will indicate your approval of the Scope of Services, Proposed Fees, and General Stipulations. Please sign, date, and return one copy of this letter to our office. Please call if you have any questions or comments.

Sincerely,

Wannemacher Jensen Architects, Inc.



Jason Jensen, AIA, LEED AP, Principal

Approved:

Signature

Date

Printed Name

General Stipulations

Additional Services Compensation

Additional work outside of the scope stated herein will be billed at hourly rates below or negotiated as a lump sum at the time of the request.

1. If the construction budget or size of the project is increased by the owner more than 5% then an additional A/E fee shall be applied for the increased budget amount.
2. Construction Administration exceeding the limits identified in the Scope of Work
3. Additional Services of the Architect's consultants shall be the amount invoiced to the Architect plus 15%.

Hourly Rate Schedule

Principals	\$236.00
Associate Architect, Engineer or Registered Designer	\$151.00
Architectural Associate	\$100.00
Administrative	\$75.00

Payment Provisions

1. Invoices will be prepared monthly and reflect progress to date. (15 days net).
2. Amounts unpaid 60 days from the invoice date are subject to 1.5% interest - 18% annually.
3. In the event of late payment, WJA may stop work on the project until payment is received. WJA shall not be responsible for any schedule delays due to a stop of work due to late payment.

Proposal Provisions

1. This fee proposal is valid for 90 days. If not accepted by Client within 90 days of the proposal date, fees and hourly rates may need to be adjusted.

Owner's Responsibility

1. Unless identified and included in the Scope of Work and Proposed Fees, the Owner is responsible for providing all project information and restrictions including written program requirements, surveys, utilities, geotechnical evaluations, flood elevation certificates, easements, deed restriction, local ordinances, legal issues, etc. that need to be considered for the design of the project. Program requirements shall include space requirements and relationships, special equipment, systems, and other objectives and requirements.
2. Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the progress and schedule of the Architect's services.
3. Owner shall provide the Architect and its Consultants access to the Project site as reasonably required.

Pursuant to Florida State Statute 558.0035, an individual employee or agent of the Design Professional may not be held individually liable for negligence.