



JBrown Professional Group

CIVIL ENGINEERING • LAND SURVEYING • PLANNING

3530 NW 43rd Street • Gainesville, FL 32606 • 352.375.8999 • JBProGroup.com

February 11, 2015

Ms. Diane Gilreath
Manager
Gainesville Community Redevelopment Agency
802 NW 5th Avenue, Suite 200
Gainesville, FL 32601

Re: ***Depot Park - Phase 2 Final Construction Documents***
Civil Engineering Additional Services Proposal #2 – Construction Services

Dear Diane:

As requested, please find the enclosed proposal to provide construction services for the ***Depot Park Phase 2*** project. The proposal includes the work scope and fees necessary to provide all construction related services for the full design team through the construction period, which is anticipated to be one year. Please review the enclosed proposal and attachments and return it to me with any suggested comments or revisions. I will make any requested revisions and return a final version following our agreement on the scope and fees. Thank you for the opportunity to continue working with the Gainesville CRA on this incredible project.

Sincerely,

A. J. "Jay" Brown, Jr., PE
President, JBrown Professional Group Inc.

Attachments

CIVIL ENGINEERING ADDITIONAL SERVICES PROPOSAL
FOR
Depot Park – Phase 2 Final Construction Documents

I. **Scope of Services:** JBrown Professional Group Inc. (**JBPro**) proposes to provide the following Scope of Services for the project.

A. Construction Services:

1. Civil Engineering Services: Construction administration services for the project to coordinate and inspect site civil construction activity. The construction services work in this proposal is limited to 530 hours of civil engineering services during the construction and includes:
 - a. General coordination with Construction Manager
 - b. Review and approve shop drawing and other submittals
 - c. Review and address site civil-related RFI's
 - d. Submittal of Field Orders and sketches to clarify design intent
 - e. Review and respond to change order requests
 - f. Review construction manager (CM) pay Requests
 - g. Review material selections and mock-ups
 - h. Attend OAC construction meetings (when attendance is requested)
 - i. Site inspections, as needed.
 - j. Substantial Completion inspection and punch list
 - k. Final inspections and punch list
 - l. Preparation of As-Built Drawings based on redlines provided by Construction Manager, and JBPro documented construction revisions
 - m. Development of a Park Maintenance Manual in cooperation with the CM and design team. This item is a continuation of Item II.A.17 from the *Depot Park Phase 1 Final Construction Documents* contract dated April 5, 2012.
2. Landscape Architecture Services: **JBPro** will continue to utilize Jackie Owens Landscape Architecture (**JOLA**) as a sub-consultant to provide landscape and irrigation construction services. **Attachment A** is provided which includes the **JOLA** sub-consultant proposed work scope and fees.
3. Electrical Engineering Services: **JBPro** will continue to utilize John Searcy & Associates, Inc. (**JSA**) as a sub-consultant to provide electrical engineering construction services. **Attachment B** is provided which includes the **JSA** sub-consultant proposed work scope and fees.
4. Architectural Services: **JBPro** will continue to utilize Bender & Associates, Inc. (**BA**) as a sub-consultant to provide architecture construction services. **Attachment C** is provided which includes the **BA** sub-consultant proposed work scope and fees.

5. Structural Engineering Services: **JBPro** will continue to utilize Southard Engineering, Inc. (**SEI**) as a sub-consultant to provide structural engineering construction services. **Attachment D** is provided which includes the **SEI** sub-consultant proposed work scope and fees.

II. Deliverables:

- A. **JBPro** proposes the following submittals in order to complete the project
 1. As-Built Drawings: (1) Full-Size 24"x36" Set & Electronic files in .PDF format
 2. Maintenance Manual: (3) Hardcopies & Electronic file in .PDF format

III. Fees:

- A. **JBPro** proposes the following lump sum fee basis using the following fee scheduled based on the proposed work scope items.

1. <u>Civil Engineering Services:</u>	
a. Construction Services	\$ 45,485.00
b. Reimbursable Expenses	\$ 2,000.00
2. <u>Landscape Architecture:</u>	
a. Construction Services	\$ 26,543.00
3. <u>Electrical Engineering Services:</u>	
a. Construction Services	\$ 22,170.00
4. <u>Architectural Services:</u>	
a. Construction Services	\$ 52,800.00
b. Reimbursable Expenses	\$ 12,000.00
5. <u>Structural Engineering Services:</u>	
a. Construction Services	\$ 18,656.00

Total Lump Sum Fee: **\$ 179,654.00**

- B. **JBPro** Hourly Rate Summary is included in **Attachment E**.
- C. **Attachment F** is provided which outlines the hourly rate work effort and corresponding fees for the civil engineering work scope items.
- D. Items III.A. 2a, 3a, 4a & 5a are sub-consultant services which include a JBPro 10% contract maintenance and administration fee.
- E. Invoicing schedule for the construction services phase shall be monthly based on the percentage of completion of construction.

- F. The owner is responsible for reimbursement of direct expenses, for an amount not to exceed \$2,000 for civil engineering services and \$12,000 for architecture services, unless mutually agreed upon by the **CRA** and **JBPro**. Reimbursable expenses include items such as printing, express mail fees, out-of-town travel, mileage, and other incidental charges as required for the project. Expenses will be described in detail on each invoice.
- G. The above fees are valid for a period of 12 months, starting with the date of the signed contract. If the design is not completed within the twelve-month time period, due to the owner's schedule and not due to the fault of the engineer, the fee may be adjusted due to the change in work effort required.
- H. **JBPro** reserves the right to cease work if timely payment is not received.

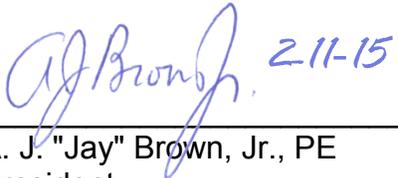
IV. Owner Responsibilities:

- A. The City of Gainesville is providing primary construction inspection services for the project. Inspections services under this project are proposed in addition to the inspection services provided by the City, to assist the CRA with additional inspection and coordination necessary to assure a quality constructed project in accordance with the design and intent of the design.
- B. The CRA will provide a project manager in charge of construction to assist the project team with owner decision making, coordination, and administration.

V. Additional Services: Services in addition to the scope of work will be billed at current **JBPro** hourly rate charges. Additional services will be performed only upon prior authorization by the client. These services may include but are not limited to the following:

- A. Addition to scope of work design responsibility beyond that described herein.
- B. Extended **JBPro** work effort related to potential environmental, geotechnical, or offsite drainage issues outside of the control of **JBPro**.

VI. Acceptance: The undersigned hereby agree to the terms, limitations, and fees as delineated in this proposal.



A. J. "Jay" Brown, Jr., PE
President
JBrown Professional Group Inc.

Diane Gilreath
Manager
Gainesville CRA

ATTACHMENT A

JOLA



Landscape Architects

Depot Park Construction Services Proposal:

Shop drawing Review

Water Feature	8 hrs @ \$85	
Water Feature Shade Structure	3 hrs @ \$85	
Power Tower	1 hr @ \$85	
Power Lines	1 hr @ \$85	
Tree Climber	1 hr @ \$85	
Owl Totem Pole	2 hrs @ \$85	
Train	3 hrs @ \$85	
Ticket Booth	1 hr @ \$85	
Concrete Bench	1 hr @ \$85	
Flat Car design	1 hr @ \$85	
Railroad Track Sidewalk detail	1 hr @ \$85	<u>23 hrs = \$ 1,955</u>

Answering RFI's

Tree Planting Deck Issues/Contamination	2 hrs @ \$85	
Reclaimed Water Irrigation System	2 hrs @ \$85	
Water Feature – Concrete Climber	2 hrs @ \$85	<u>6 hrs = \$ 510</u>

Reviewing Change Order requests

20 Change Order requests at 1hr each to review:	20 hrs @ \$85	<u>20 hrs = \$ 1,700</u>
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Review material selections / mockups

Stamped Concrete Review	2 hrs @ \$85	
Gravel Selection/Approval	2 hrs @ \$85	
Plant Material Selection	4 hrs @ \$85	
Sweetwater Branch Concrete Walkway	2 hrs @ \$85	<u>10 hrs = \$ 850</u>

Submitting field orders and sketches to clarify design intent

Stone/Gravel Walkway	3 hrs @ \$55	
	1 hr @ \$85	<u>\$ 250</u>

Site inspection(s)

Playground Installation – Water Feature	12 hrs @ \$85	
Playground Installation – Train	4 hrs @ \$85	
Playground Installation – Custom Play Equipment	4 hrs @ \$85	
Playground Installation – Sidewalk Alignment	4 hrs @ \$85	
Playground Installation – Stone/Gravel Walkway	3 hrs @ \$85	
Playground Installation – Fencing	1 hr @ \$85	
Playground Installation – Synthetic Turf	4 hrs @ \$85	
Playground Installation – PIP Surfacing	1 hr @ \$85	
Playground Installation – Flat Car	1 hr @ \$85	
Playground Installation – The Big Dig	1 hr @ \$85	
Playground Installation – Timucua Village	2 hrs @ \$85	
Park - Hardscape/Sidewalk Layout	8 hrs @ \$85	
Park - Irrigation Mainline installation	4 hrs @ \$85	
Park - Sod Layout/Bedline establishment	4 hrs @ \$85	
Park – Tree Installation typical	8 hrs @ \$85	
Park – Tree Installation – Contaminated Soils	12 hrs @ \$85	
Park – Wildflower installation	4 hrs @ \$85	<u>77 hrs = \$ 6,545</u>

Attend OAC (Owner-Architect-Contractor) meetings on occasion on an as-needed basis.

1 every other week for 52 weeks – 2 hour duration:	52 hrs @ \$85 per	<u>\$ 4,420</u>
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Coordination with contractor and JBPro inspector.

As needed	20 hrs @ \$85		<u>\$ 1,700</u>
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Substantial inspection and punchlist

Playground Installation – Water Feature	2 hrs @ \$85		
Playground Installation – Train	1 hr @ \$85		
Playground Installation – Custom Play Equipment	1 hr @ \$85		
Playground Installation – Sidewalk Alignment	1 hr @ \$85		
Playground Installation – Stone/Gravel Walkway	1 hr @ \$85		
Playground Installation – Fencing	1 hr @ \$85		
Playground Installation – Synthetic Turf	1 hr @ \$85		
Playground Installation – PIP Surfacing	1 hr @ \$85		
Playground Installation – Flat Car	1 hr @ \$85		
Playground Installation – The Big Dig	1 hr @ \$85		
Playground Installation – Timucua Village	1 hr @ \$85		
Park - Irrigation	4 hrs @ \$85		
Park – Understory Plantings	4 hrs @ \$85		
Park – Tree Plantings	4 hrs @ \$85		
Park – Wildflower Germination	1 hrs @ \$85	\$ 2,125	
Field Inspection Write-Up	30 hrs @ \$35	<u>\$ 1,050</u>	<u>\$ 3,175</u>

Final inspection and punchlist

Playground	2 hrs @ \$85		
Park - Irrigation	2 hrs @ \$85		
Park – Understory Plantings	1 hr @ \$85		
Park – Tree Plantings	1 hr @ \$85		
Park – Wildflower Germination	1 hr @ \$85	\$ 595	
Field Inspection Write-Up	10 hrs @ \$35	<u>\$ 350</u>	<u>\$ 945</u>

AsBuilt Drawings:

Playground	8 hrs @ \$65		
Park	12 hrs @ \$65		
Irrigation	12 hrs @ \$65		<u>\$ 2,080</u>

Total Construction Services:

\$ 24,130

Additional Services may be requested as follows:

Landscape Architect	-	\$85.00 per hour
Landscape Designer	-	\$65.00 per hour
CAD Technician	-	\$55.00 per hour
Clerical	-	\$35.00 per hour

ATTACHMENT B

John Searcy & Associates, Inc.
Electrical Engineers

Principals
David P. Cratem
Stephen C. Quina, Sr., PE

(Phone) 739-1231
(Fax) 737-3367
Florida Certificate No. 4805

2700 University Blvd., W., Suite B-4
Jacksonville, FL 32217

February 10, 2015

Mr. A. J. Brown, Jr., PE
J Brown Professional Group, Inc.
Civil Engineers and Land Planners
3530 NW 43rd Street
Gainesville, Florida 32606

Re: Depot Park Phase 2 Improvements – Gainesville, Florida
Electrical Construction Review Services Proposal

Dear Jay,

We are pleased to offer engineering services for the above referenced project in accordance with the following scope on a time and material basis for a not to exceed fee of Twenty Thousand, One Hundred Fifty-five Dollars (\$20,155.00). This proposal is based on a 12 month construction period.

Scope of work:

• Pre-Construction Meeting: Engineer @ 5 Hours	\$ 625.00
• Materials Submittal Review: Engineer @ 16 Hours	\$2,000.00
• Site Visit: 8 Trips @ Engineer @ 4 Hours	\$4,000.00
• Site Visit & Pay Request Review: 6 Trips @ Engineer @ 6 Hours	\$4,500.00
• Substantial Completion Site Visit: Engineer @ 8 Hours	\$1,000.00
• RFI & General Coordination: Engineer @ 16 Hours	\$2,000.00
• Change Order Reviews: Engineer @ 24 Hours	\$3,000.00
• Final Construction Review: Engineer @ 12 Hours	\$1,500.00
• Record Drawings: Engineer @ 6 Hours, CAD Tech @ 12 Hours	<u>\$1,530.00</u>
Electrical Construction Services Fee	\$20,155.00

Engineering services include the following deliverables:

- Submittal review comment sheets.
- Site Visit Reports and Pay Request comments.
- RFI review & comments.
- General coordination through regularly scheduled meeting, email and telephone with email confirmation.
- Change Order review comments.
- Substantial Completion Punchlist and Pay Request comments.
- Final punchlist and construction review.

Additional services can be performed on an hourly basis.

Mr. Jay Brown
Depot Park Phase 2 Improvements – Gainesville, Florida
Electrical Construction Review Services Proposal

February 10, 2015
Page 2 of 2

Hourly rates:

Engineer	\$125.00
CAD Technician	\$65.00
Administrative	\$50.00

If you are in agreement with our fee and the scope of our services, please sign a copy of this letter agreement and return it to me.

Thank you for this opportunity to be of service.

Sincerely,



Stephen C. Quina, Sr., P.E.
for John Searcy and Associates

Mr. A. J. Brown, Jr., PE, President
J Brown Professional Group, Inc.

ATTACHMENT C



November 24, 2014
Revised February 10, 2015

Mr. Jay Brown, Jr., P.E.
J. Brown Professional Group, Inc.
Civil Engineers and Land Planners
3530 NW 43rd St
Gainesville, FL 32606

RE: Depot Park Construction Phase Services

Dear Jay,

Thank you for asking us to provide construction phase services for the Depot Park. The services requested were described in your e-mail correspondence of November 18, 2014 at 5:42 PM, and were generally described as follows.

Per your request February 10, 2015, we have reduced our fees and services by 20%. The following reflects the changes:

- Shop drawing Review
- Answering RFI's (reduced by 52 hours)
- Reviewing Change Order requests
- Review material selections / mockups
- Submitting field orders and sketches to clarify design intent
- Site inspection(s)
- Attend OAC meetings on occasion on an as-needed basis. (Deleted 2 visits)
- Coordination with contractor and JBPro inspector.
- Substantial inspection and punch list (combined with site visit)
- Final inspection and punch list

For purposes of this proposal, I have assumed a 12 month construction period. I have also assumed that an onsite pre-bid conference will be held. (This site visit and trip has been deleted from the following breakdown.) I have allowed 10 hour days for site visits with no additional time for travel from Key West to Gainesville. I have calculated lodging at 2 nights per trip, but will invoice only direct costs. The following are estimated by individual tasks.

410 Angela Street
Key West, Florida 33040
Telephone (305) 296-1347
Facsimile (305) 296-2727
Florida License AAC002022
www.BenderArchitects.com

Task Description	Project Manager	Project Architect	Admin. Assistant
Pre-bid RFI's and questions, clarifications	5	5	4
Bid review support	2		2
Office time during construction (RFI's COR's, submittals etc.) 2 hours/week x 52 weeks: includes field orders and sketches	52	52	
Monthly site visits (12) with field reports	120		6
Coordination with contractor and JBPro inspector	26		2
Substantial completion inspection & punch list (combined with monthly site visit)			1
Final inspection and punch list	10		1
Project closeout			.5
Total Hours	215	57	16.5
\$/hour	\$180	\$140	\$80
Labor cost	\$38,700	\$7,980	\$1,320
TOTAL	\$48,000		

Based on the above methodology, total fees are \$48,000 plus reimbursable expenses estimated as follows.

Travel:

Travel: 1,000 miles round trip @ \$0.50/mile = \$500/trip

Hampton Inn Gainesville Corporate rate with tax: \$121/night – allow \$125/night

There are a total of 15 trips proposed with 2 night stays budgeted.

Travel: 15 trips @ \$500 each.....	\$ 7,500
Lodging: 30 nights @ \$125 each.....	3,750
<u>Miscellaneous (FedEx, document reproduction, etc.).....</u>	<u>750</u>
Total.....	\$12,000

I propose to provide the required services for a lump sum fee of \$48,000 plus our direct cost for reimbursable expenses to a maximum of \$12,000 for a grand total of \$60,000.

Please call if you have any questions. I look forward to the completion of our project.

Sincerely,



Bert L. Bender, Architect

BLB/ddk

ATTACHMENT D



4566B NW 5th BLVD. • GAINESVILLE, FL 32609 • (352) 367-2526 • FAX: (352) 367-2526

December 3, 2014

Mr. Jay Brown
JBrown Professional Group, Inc.
3530 N.W. 43rd Street
Gainesville, FL 32606

Dear Mr. Brown:

Subject: **Depot Park Structures – Additional Construction Services
Gainesville, Florida**

The following is a proposal for additional construction services for the Depot Park Project located in Gainesville, Florida.

SCOPE OF ADDITIONAL CONSTRUCTION SERVICES

Southard Engineering, Inc. will provide the following additional construction services:

- 1) Shop drawings review
- 2) Responses to the request(s) for information
- 3) Reviewing change order request
- 4) Submitting field orders and sketches to clarify design intent
- 5) Structural observations site visits
- 6) Attend OAC meetings on occasion on an as-needed basis
- 7) Substantial inspection and punchlist.
- 8) Final inspection and punchlist.

I am assuming that over the course of one year the structural engineer will be requested to attend up to eight construction meetings and will be requested to make up to eight site visits and reports. As long as the amount of site visits and the amount of construction meetings in sum do not exceed 16 appointments the below estimated fees should prove to be conservative or accurate. This however, is not to be confused with a lump sum fee proposal. All construction administrations fees will be billed at an hourly rate of \$160 per hour which will allow the owner to either increase or decrease the amount of services required as necessary. For example, if the owner wishes to increase the structural construction services to include attendance to bi-weekly

meetings that would amount to approximately 26 meetings and would far exceed what is included in this described scope of work.

EXCLUSIONS

The scope of services does not include new engineering design work. The scope of services does not include any design work beyond what is normally incidental and customary design work required to respond to contractor requests for information. For example it does not include design work for changes to the structures directed by the owner. It does not include design work required as the result of value engineering initiatives. But it will include minor design work that may be required to resolve a conflict or clarification that is needed based on the original design documents. As-built drawings are not included in this scope of work.

The scope of work does not include the mandatory meetings or site visits. All meetings and site visits will be made by requests.

FEE STRUCTURE

Below are our proposed billing rates for this project.

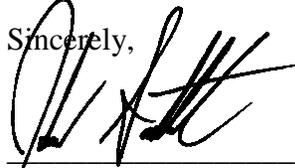
Structural Engineer: \$160 per hour

Draftmen: \$80 per hour

Activity	Estimated Hours	Rate	Estimated Cost
Shop drawing review	16	160	\$2560.00
Responding to RFI's	8	160	\$1280.00
Reviewing change order requests	6	160	\$960.00
Submitting field orders and sketches	4	160	\$640.00
Structural observation site visits and reports (eight site visits at four hours a piece)	32	160	\$5120.00
Construction meetings (eight meetings at four hours a piece)	32	160	\$5120.00
Substantial inspection and punchlist	4	160	\$640.00
Final inspection and punchlist	4	160	\$640.00
Office clerical work	4	80	320.00
Total estimated fee			\$16960.00

Thank you for the opportunity to work with you on this project. If the above terms are acceptable please sign and return so work can begin as soon as required. Alternatively please send your standard sub consultant contract. I very much appreciate your business and look forward to hearing from you soon.

Sincerely,



John H. Southard, M.S., P.E.
Southard Engineering, Inc.
President

Jay Brown, PE
JBrown Professional Group, Inc.
Owner



Hourly Rate Fee Schedule
for
Gainesville Regional Utilities
(Effective October 1, 2013)

<u>Personnel</u>	<u>Fee Rate (\$ per Hr.)</u>
Principal Engineer, PE	\$ 130.00
Staff Engineer, PE	\$ 100.00
Staff Engineer, EI	\$ 85.00
Engineering Intern, EI	\$ 70.00
Land Planner , AICP	\$ 85.00
Staff Land Planner	\$ 70.00
Senior Engineering Technician III	\$ 75.00
Engineering Technician II	\$ 65.00
Engineering Technician I	\$ 60.00
Principal Surveyor, PSM (Office)	\$ 90.00
Surveying Technician (Office)	\$ 65.00
3-Man Field Crew	\$ 140.00
2-Man Field Crew	\$ 105.00
1-Man Field Crew (GPS)	\$ 125.00
Administrative / Clerical / Delivery	\$ 40.00



Attachment F
Fee Proposal - Work Effort Summary

Depot Park Phase 2
 Construction Services Proposal

I. Civil Engineering Construction Administration Services

Hourly Rate Fee:		Principal Engineer & Project Manager	Project Engineer P.E.	Staff Engineer EI	Construction Manager	Engineering Tech III	Engineering Tech II.	Clerical Admin.	Reimbursable Expenses	Total Fees
Item	Task									
a	General Coordination	20		20	42					\$7,240.00
b	Shop Drawings / Submittals Review	2		20	8					\$2,520.00
c	RFI Response	8		10	8					\$2,450.00
d	Field Orders	8		10	8		8			\$2,970.00
e	Change Order Requests	4		12	8					\$2,100.00
f	Review Pay Requests	2		8	5					\$1,290.00
g	Material Selections	4		8						\$1,200.00
h	OAC Meeting Attendance	25		25	25					\$7,125.00
i	Site Inspections	10		30	120					\$12,250.00
j	Substantial Completion Inspection & Punch List	4		2	2					\$830.00
k	Final Inspection & Punch List	4		2	2					\$830.00
l	As-Built Drawings	4		4	4		16			\$2,180.00
m	Park Maintenance Manual	4		20	4					\$2,500.00
Engineering Fee Sub-Total:										\$45,485.00

II. Reimbursable Expenses

a.	Reimbursable Expenses								\$2,000.00	\$2,000.00
Reimbursable Fee Total:										\$2,000.00

Fee Total: **\$47,485.00**