



February 25, 2022

Mr. Keith Williams
City of Sanibel
Department of Public Works
800 Dunlop Road
Sanibel, FL 33957

Project Name: City of Sanibel – New Police Department Building/Site – Final Design and Construction
Proposal No.: 2021-P-121, *Revised Proposal 2-25-2022*

Dear Mr. Williams,

ADG Architecture, llc (CONSULTANT) is pleased to present this proposal and agreement to furnish architectural and related engineering services to the City of Sanibel Island (CLIENT) for the project as described herein.

PROJECT DESCRIPTION AND UNDERSTANDING

ADG recently completed a feasibility study for the expansion of the City of Sanibel Police Department. (CLIENT) This feasibility study evaluated the feasibility of a stand-alone Police Department building within the Sanibel City governmental campus. This next proposed phase of the Police Department Project is for the development of the conceptual design, construction documents, specifications, permitting, bidding and construction phases of the project.

This proposal is to provide the necessary design, engineering and consulting services required to design, engineer, and develop the project. Our project scope, level of service and qualifications are as follows:

1. This proposal assumes that the CLIENT will retain a qualified Construction Manager at Risk (CMAR) who will provide pre-construction services. These services to be provided include evaluation of cost impacts from the proposed selection of building systems and materials, constructability analysis, and preliminary cost estimates at project phase milestones of 30, 60 and 90%.
2. The programming data prepared in the initial feasibility study will be the basis of the project's design going forward.
3. The area of new construction is approximately 10,000 SF with parking level below. The amount of floor levels and area per floor are to be determined in the design process.
4. Design work includes providing a Public Service Answering Point (PSAP) facility that meets national standards.
5. Project includes the design of dry floodproof ground floor at the facility entrance.

6. A preliminary budget of \$7,012,160.00 which is subject to further confirmation as the project is developed.
7. Included is attendance and progress presentation at four (4) Sanibel City Council or Planning Commission meetings.
8. A preliminary project design schedule is included with this proposal for review, comment, and approval.

“Green” Design

The project will be designed to be a energy efficient facility. Several options are offered to take the proposed facility to the next step in environmentally conscious design.

Option 1 – Photovoltaic System; review options and based on feasibility and option selected, design and locate a photovoltaic system at the facility. The system will be designed to supplement the electrical energy requirements of the building.

Option 2 – Solar hot water heating; this option is to add a solar assisted hot water heating system to the buildings hot potable water heaters.

Project Commissioning

Florida Building Code requires that this project be commissioned as per FBC, Energy Conservation, Section C408. ADG offers this service through our PME Consultant, TLC Engineering Solutions. Note that commissioning may not be required dependent on the total energy design load of the facility. This proposal includes the services required to meet the Florida Building Code commissioning requirements.

PROJECT DELIVERY

The CONSULTANT will perform the following tasks in order to accomplish the project:

TASK 1 – Data Collection and Project Kickoff

This task consists of the following activities to collect base line data, conduct surveys and develop base drawings that will be incorporated into the subsequent programming and design phases.

- 1.1 Lead an on-site Project Kickoff Meeting that will cover the following topics.
 - 1.1.1 Project program, goals, vision, and scope
 - 1.1.2 Project design requirements
 - 1.1.3 Design objectives
 - 1.1.4 Meeting will include discussions with the Police Department leadership to discuss transition from feasibility to concept.
- 1.2 Site surveys and site data acquisition.
 - 1.2.1 Survey locations with topo of the project area will be performed. Survey will include partial boundary and ROW in project area. Visible utilities will be located. Client will provide boundary survey of the subject parcel for the CONSULTANTS use.

1.2.2 Tree Survey of project area is included.

1.3 Environmental Services

1.3.1 Updated environmental assessment report with Florida Land Use Cover Classification (FLUCCS) and preliminary evaluation of evidence of endangered species.

1.3.2 Any species found will require Future Comprehensive Evaluations and Management Plans (not included). Also, any Wetlands identified will have to be verified by the appropriate Agencies (not included).

1.4 Sewer and water system data collection will be performed.

1.5 The CONSULTANT will provide assistance in the selection of a Construction Manager at Risk. (CMAR)

TASK 2 – Schematic Design – 30% Documents

2.1 Task shall establish the conceptual design of the project illustrating the scale and relationship of the project components. The Schematic Design Documents shall include a conceptual site and landscape plan, preliminary plans, sections, and elevations for the proposed building. Preliminary consideration will be given to structural system selection.

2.1.1 Develop initial MEP – IT development concepts, 2-3 concepts, to be presented in narrative form.

2.1.2 Develop initial structural concepts. Documents will include structural notes and preliminary plans for the proposed building.

2.2 Crime Prevention Through Environmental Design (CPTED) review of schematic master planning and architectural programming –develop functional requirements, design basis for security issues, develop language for the program and inclusion of CPTED features in the basic design concept, including access control, surveillance, territoriality and boundary definition, security lighting, signage and wayfinding, parking areas and building and site spaces.

2.3 Provide color perspective rendering of proposed project that illustrates finishes, colors, textures and overall design concepts.

2.4 Provide preliminary interior design services for color and feature area selections.

2.5 A building code and fire code evaluation will be performed.

2.6 The CONSULTANT shall coordinate his design activities with the CMAR and CLIENT review comments.

TASK 3A – Civil Engineering and Landscape Design- 30%

Task 3A, 3B, 3C and 3D addresses the development of the site - civil engineering and landscape architecture portion of the project. The development timeline of this portion of the project will be performed concurrently with the other tasks listed in this agreement.

Task 3A addresses the development of schematic site and landscape documents and includes preliminary meetings with permitting agencies.

3.A.1 Develop landscape concept plan.

3.A.2 Provide for tree determination of existing trees.

3.A.3 Kickoff Meeting - The project Civil Engineer shall be involved with the CLIENT which shall include the following.

Attend one (1) CLIENT coordination “kick off” meeting, as shown in Task 1.1, to discuss design and permitting issues as they relate to the approved Concept Plan created in Phase 1.

3.A.4 Geometric Plan Set (30%) – Concept Plan – CONSULTANT shall prepare one (1) Geometric Plan (Concept Plan) set based on the final approved Preliminary Concept Plan in Phase 1. The plan shall depict existing topographical features including proposed site geometric design based on input from the CLIENT.

3.A.5 SFWMD Pre-Application Meeting – CONSULTANT shall attend one (1) meeting with SFWMD after Final Concept Plan is approved.

3.A.6 CONSULTANT shall attend one (1) Pre-Application Meeting with the City of Sanibel Planning Staff after Final Concept Plan is approved.

3.A.7 The CONSULTANT shall coordinate his design activities with the CMAR and CLIENT review comments.

TASK 3B – Civil Engineering and Landscape Design– 60%

This task details the further development of the civil engineering and landscape architecture documents.

3.B.1 Provide landscape plan drawings with material specifications and schedules, irrigation plans with material specifications and schedules.

3.B.2 Grades and Geometrics (60%) – The CONSULTANT shall prepare design plans that depict existing topographical features, and shall contain the following:

3.B.2.1 Site Plan Sheets

3.B.2.2 Existing record boundary and topographic survey and supplement topographical survey (if required)

3.B.2.3 Proposed site geometric design and layout

3.B.2.4 Paving, grading, and drainage plans depicting existing and proposed drainage areas, and flow patterns

3.B.2.5 On-site Utility Plans and Profiles

3.B.2.6 Proposed typical section or sections

3.B.2.7 Sewer, water, fire line utility and drainage details. (any services will be stop 5' from building.)

3.B.2.8 General plan notes and specifications on plan details

3.B.2.9 Erosion control plan

3.B.2.10 Field review of design plans to field conditions

3.B.3 The CONSULTANT shall coordinate his design activities with the CMAR and CLIENT review comments.

- 3.B.4. The CONSULTANT shall provide traffic impact statement for Conditional Use permitting. Traffic impact statement will analyze from the Sanibel Police Station access points only. Traffic counts are not included in the study.

TASK 3C – Civil Engineering and Landscape Design – 90%

- 3.C.1 Refine the landscape drawings with material specifications and schedules.
- 3.C.2 Civil Site Design, 90% Drawings - The plans shall be complete construction plans and the CONSULTANT shall perform a final field review of the design plans. The draft construction documents shall be reviewed by the CLIENT's Project Sponsoring Department, Legal Department and Division of Risk Management for compliance with the CITY OF SANIBEL's procurement policies and practices, insurance requirements and other regulations or requirements.
- 3.C.3 Lift Station Design – The CONSULTANT shall provide design services for a private lift station that will discharge directly into CITY OF SANIBEL force main or gravity main. Pump station modeling for multiple systems is not anticipated. CITY OF SANIBEL to provide system pressure and flow information needed for design.

TASK 3D – Civil Engineering and Landscape Design– 100%

- 3.D.1 Submit Landscape Drawings to City of Sanibel for review and permit.
- 3.D.2 Civil Site Design, 100% Drawings – The plans shall be complete construction and the CONSULTANT shall perform a final field review of the design plans. The final construction documents shall be reviewed by the CLIENT's Project Sponsoring Department, Legal Department and Division of Risk Management for compliance with the CITY OF SANIBEL's procurement policies and practices, insurance requirements and other regulations or requirements.
- 3.D.3 Permits – The CONSULTANT shall prepare permit applications, data and drawings required for submittal by the CITY OF SANIBEL to local and state agencies having permit jurisdiction including the CITY OF SANIBEL Community Services Department Development Permit. The CITY OF SANIBEL is responsible for all submittal fees and processing the Development Permit and City of Sanibel Utilities permit submittals prepared by the CONSULTANT. CONSULTANT shall submit the South Florida Water Management District Environmental Resource Permit, Florida Department of Health Permit Potable Water Permit, and Florida Department of Environmental Protection (FDEP) Wastewater Permit. The CLIENT is responsible for all submittal fees. The Permits identified below shall be pursued for the longest possible timeframe. Permit renewals, updates and modifications shall be considered as additional services. The Coordination and Permitting process shall be as follows:
- 3.D.3.1 Permit Applications – The CONSULTANT shall provide design plans and prepare application documents for the following permit submittals:

1. CITY OF SANIBEL Development Permit
2. CITY OF SANIBEL Sewer and Island Water Association submittal
3. South Florida Water Management Environmental Resource Permit
4. Florida Department of Health Permit Potable Water Permit
5. Florida Department of Environmental Protection (FDEP) Wastewater Permit.

Note: ACOE or FDEP/SFWMD wetland permitting is not included and is contingent upon the presence of wetlands which would be identified within the Environmental Assessment previously completed in Task 1. ACOE or FDEP/SFWMD permitting and/or wetland mitigation can be provided as an additional service if necessary

3.D.3.2. Permit Revisions – The CONSULTANT shall respond to all permitting agency's request for additional information. This may require the revision of applications and Basic Plans, submission of additional material required to support the proposed design if required, and coordination with the CITY OF SANIBEL and permitting agencies to pursue approval of the permits. Responses to requests for additional information shall be made in accordance with the permitting agency requirements. Requirements of permitting agencies shall be incorporated into final contract documents.

3.D.4 Bidding Support – Once the final site plans have been approved by the CLIENT, a final set of contract documents shall be prepared for the construction of the improvement. This task shall include the following:

- 3.D.4.1 Provide special provisions for incorporating CITY OF SANIBEL specifications and permit requirements on the design plans. After approval of construction plans and construction documents by the CLIENT, the CONSULTANT shall perform the following services:
- 3.D.4.2 The CONSULTANT shall attend and participate with the CLIENT in one (1) Pre-Bid Conference and respond to any appropriate questions and assist the CLIENT in issuing addenda to plans and specifications, if needed.
- 3.D.4.3 The CONSULTANT shall provide up to two (2) addendums to the CLIENT to issue during the bidding process. Prequalification of contractors, extensive bid evaluations, checking bidder references, checking bidders bonding and insurance capabilities, etc. is not included in this scope of services but can be provided as additional services if requested.

3.D.5 Construction Support – The CONSULTANT will provide construction contract administration during the construction of the project as follows:

- 3.D.5.1 The CONSULTANT shall coordinate with the CLIENT and attend a pre-construction conference in a timely manner consistent with the awarding of contracts.
- 3.D.5.2 The CONSULTANT shall make all required observations visits to the site at intervals appropriate to the various stages of construction to observe as an experienced and qualified design professional, the progress and quality of the executed work of the Contractor(s) and to determine if work is proceeding in general conformance with the contract documents. On the basis of such onsite observations, the CONSULTANT shall keep the CLIENT informed of the progress of the work and shall endeavor to notify the CLIENT of observed defects or deficiencies in the work or delays of the contractor. CONSULTANT may from time to time, to require special inspection or testing of the work, and shall receive and review certificates of inspections, testing and approvals required by laws, rules, regulations, ordinances, codes, orders or the Contract Documents (to determine that their content complies with the Contract Documents).

Civil Site Observations:

1. One (1) site visit every month at five (5) hours per visit over a nine (9) month period, including travel time and preparation of observation report.
2. Attendance of one (1) CITY OF SANIBEL pre-construction meeting
3. One (1) water main tap and two (2) pressure tests.
4. Two (2) sewer line tests.
5. One (1) site visit at substantial completion and prepare a Punch List of items that require completion as identified in Task 3D.6 (6).
6. One (1) final inspection as identified in Task 3D.6 (6).
7. Other site visits as requested from the CMAR

Site Landscape Observations:

- 1.. One (1) site visit every month at five (5) hours per visit over a nine (9) month period, including travel time and preparation of observation report.
2. One (1) site visit at Substantial Completion and prepare a Punch List of items that require completion.
3. One (1) Final Inspection

These observations are required in order to prepare the agency certifications.

Written reports shall be submitted to the CLIENT within three (3) working days after each site visit which shall occur weekly during the active construction period by the CONSULTANT.

- 3.D.5.3 The CONSULTANT shall review, reject, modify or approve shop drawings, which the Contractor is required to submit, but only for conformance with the design of the project and compliance with the contract documents. Also, determine the acceptability, subject to CLIENT approval, of substitute materials and equipment proposed by contractors.
 - 3.D.5.4 The CONSULTANT shall respond to requests of the CLIENT for necessary clarifications and interpretations of the contract documents. The CONSULTANT shall act as initial interpreter of the requirements of our contract documents and render evaluations of the acceptability of the work there under. This task assumes a maximum of two (2) requests for additional information (RFI) and associated plan revisions (if required). If additional survey information is required to prepare a response to the RFI, CITY OF SANIBEL shall authorize the survey effort as additional services.
 - 3.D.5.5 Upon written request by the Contractor, the CONSULTANT shall conduct an inspection with the CLIENT and issue recommendations in writing regarding acceptability of the substantially completed facility and prepare a list of items (punch list) for correction or completion.
 - 3.D.5.6 The CONSULTANT shall conduct final inspection(s) with the CLIENT to verify that the “punch list” items are satisfactorily completed, and if appropriate, issue a certificate of completion which recommends final payment.
- 3.D.6 Project Closeout - The CONSULTANT shall receive and review for completeness as-built survey from the Contractor and prepare and submit a set of reproducible water and sewer utility record drawings meeting CITY OF SANIBEL Specifications. Water and sewer utility record drawings are based upon the Contractor supplying checked and accurate survey information performed by a licensed surveyor in the State of Florida. CITY OF SANIBEL has specific requirements for utility as-built data. CONSULTANT shall prepare record drawings, utilizing the original contract drawings as a base, and delineate changes (locations, materials, products, etc.) from the original plans as indicated by the Contractor as-built survey (and supplemented by appropriate observations by the CITY OF SANIBEL and/or the CONSULTANT). Components anticipated to be included in the record drawings utility (water and sewer) items only. These items shall have detailed dimensions, locations, coordinates, elevations, etc. of the actual components constructed. All other site related construction items shall be identified on the contractor's as-built survey. It is not the intent for the CONSULTANT to provide QA/QC of the as-built data for the Contractor and/or their subcontractors. As-built survey specifications shall be identified within the design plans. Fee identified is for CONSULTANT to review data one (1) time and draft record drawings accordingly. Any additional analysis, coordination, meetings, data review, drafting, etc. due to insufficient as-built data provided by Contractor shall be provided as additional services to the CONSULTANT. The

CONSULTANT shall provide the CLIENT with one (1) CD of electronic CAD files in .dwg format respectively along with a PDF set. The CONSULTANT shall perform the review record drawings one (1) time. If multiple efforts are required to obtain and review survey data from the Contractor to confirm its accuracy to produce the utility record drawings, they shall be considered as additional services. A copy of the complete record drawings shall be submitted to the CLIENT as PDF files.

- 3.D.7 Additional Services - The CONSULTANT shall perform miscellaneous services as authorized by the CLIENT. Fees for additional services shall be negotiated and approved prior to beginning work.

TASK 3E – Civil Engineering and Landscape Design - Additional Team Meetings

- 3.E.1 CONSULTANT shall attend up Twelve (12) monthly meetings for coordination with CMAR and CITY OF SANIBEL beyond stated scope above.

TASK 3F – Civil Engineering and Landscape Design – Planning

- 3.F.1 CONSULTANT will attend/participate in up to one (1) pre-application meeting(s) with the CITY OF SANIBEL Planning staff to support the professional planning services associated with the work necessary in filing a Conditional Use petition in the CITY OF SANIBEL. This task also assumes throughout the course of the Conditional Use process CONSULTANT will coordinate with the Client, City Staff, legal counsel, public, and all other sub-consultants as needed. Meetings may include, but are not limited to, virtual platforms such as Microsoft Teams or Zoom.
- 3.F.2 CONSULTANT will prepare, coordinate, and submit a complete Conditional Use application package to the CITY OF SANIBEL. CONSULTANT will be responsible for preparing the required application materials including, but not limited to, the Conditional Use application, project justification narrative, Sanibel Plan compliance narrative, and Land Development Code compliance narrative.
- 3.F.3 CONSULTANT will prepare a project aerial, area location map, current zoning, and future land use map series to support the Conditional Use application. CONSULTANT will coordinate and assist in the preparation of a Site Plan to support the Conditional Use application.
- 3.F.4 CONSULTANT will provide responses to insufficiency letters issued by the CITY OF SANIBEL. This may include participating in virtual meetings and/or negotiations with agency representatives having concerns during the review process. CONSULTANT will coordinate application modifications, prepare responses, and resubmit the application package. The estimated fee for this task anticipates up to two (2) sufficiency responses and is Time and Materials.
- 3.F.5 CONSULTANT will prepare for, coordinate, and attend up to two (2) public hearings to support the Conditional Use petition. One (1) hearing before the

Planning Commission is required, and one (1) additional Planning Commission hearing may also be required at the discretion of the Planning Commission due to the highly public nature of the Project. CONSULTANT will prepare the public hearing notices and sign postings, PowerPoint presentations, coordinate with staff, and present at a minimum of one (1) public hearings on behalf of the Client, and a maximum of two (2) that will be billed as Time and Materials.

- 3.F.6 CONSULTANT will prepare and coordinate public hearing exhibits as necessary to support the Conditional Use request. This task assumes additional exhibits beyond what will be provided for the application submittal. This task will be billed as Time and Materials.

TASK 4 – Design Development - 60% Documents

- 4.1 Refinement of schematic design which includes selection of materials and building systems with preliminary architectural details for all aspects of the project
- 4.2 A geotechnical survey with report will be performed to confirm foundation design assumptions.
- 4.3 Provide Interior Design Services as follows:
 - 4.3.1 Develop and select interior design concepts and finish materials.
 - 4.3.2 Design built in casework, reception desk, and specify FF & E.
 - 4.3.3 Prepare materials presentation board.
- 4.4 Public Safety Security Plan that incorporates the CPTED Principles and Approaches, and security strengthening practices. Within this Public Safety Plan will address the locations of all walls, fences gates and address CPTED Territoriality and Boundary Definition issues. The Plan will also address mechanical and natural surveillance concerns with detailing the video surveillance systems, security lighting and photometric plans, and review of the landscape architecture plans for planting heights and canopies. The Plan will address the location and design of the dumpster and gate detail that will reduce the opportunity for illegal dumping and activity. The plan will address critical infrastructure issues and their protection. The plans will address parking lot security concerns and vehicle barriers to prevent vehicle-ramming attacks on pedestrians and exterior building envelope. The plan will address exterior bench and seating areas with furnishing details to include intermittent rails and protection of low walls and planters with devices to prevent damage from skateboarding. Besides the Public Safety CPTED Plan a security narrative will accompany the drawing identifying all of the CPTED Principles and Approaches that are being achieved in the design.
 - 4.4.1 The CPTED principles that will be addressed in review of the existing property and the new design include:
 - 4.4.2 Natural Surveillance – placement of glazing, lines of sight

- 4.4.3 Mechanical Surveillance – video surveillance systems
- 4.4.4 Organized Surveillance – capable guards and security patrols
- 4.4.5 Natural Access Control – definition of walkways, sphere of influence,
- 4.4.6 Mechanical Access Control - fences, gates and entrances
- 4.4.7 Organized Access Control – Capable guardians, security gatehouses, guard tours
- 4.4.8 Natural Territorial Reinforcement – circulation patterns for public to private functions
- 4.4.9 Mechanical Territorial Reinforcement – help owners and users develop a sense of proprietorship, discouraging trespass and unauthorized access, and regain control by legitimate users.
- 4.4.10 Organized Territorial Reinforcement – Posted signage to deter trespass, stating ground rules, security patrols
- 4.4.11 Maintenance and Management – Addressing the “Broken Window Theory,” to keep things in working order and properly maintained. Using sound operational practices and policies to promote a safe working environment.
- 4.4.12 Legitimate Activity Support – Increase the use of a built environment for safe activities with the intent of increasing the risk of detection of criminal and undesirable activities. Encouraging the legitimate users to be able to observe and report suspicious or undesirable activities.
- 4.4.13 Provide review of security equipment specifications for compliance with CPTED safety.
- 4.5 Provide analysis and design for building structure including foundation, floor and roof framing. Refinement of structural schematic design. Documents will include structural notes, plan views, sections, and typical details. Structural design will comply with 2020 FBC requirements.
- 4.6 Develop mechanical HVAC concepts for all spaces.
- 4.7 Develop plumbing and fire protection system concepts for new construction areas and renovation portions of the project.
- 4.8 Develop building automation concepts.
 - 4.8.1 Low voltage systems: Fire alarm, security cameras
 - 4.8.2 Specify and locate security cameras and the corresponding system. This system will be coordinated with Client specifications.
 - 4.8.3 Specify security and access control systems in accordance with Client specifications.
 - 4.8.4 Develop concept layout for any data rack systems, cable trays, potential control panels, and data port locations.
- 4.9 Electrical engineering and lighting design concepts.
 - 4.8.1 Develop emergency & standby power concept including a permanently installed generator.

- 4.10 Develop PSAP network concepts.
- 4.11 Specifications: Provide preliminary specifications for review.
- 4.12 Provide 60% progress documents and submit to Client for review and comment.

TASK 5 – Construction Drawings and Specifications - 90% Documents

- 5.1 The Construction Document Phase – Preparation of final working drawings, final specification book, large scale details and specifications including engineering documents as detailed herein.
 - 5.1.1 Develop project manual -book specifications utilizing CSI format standard.
- 5.2 Interior Design: Finalize interior design and FF&E drawings and specifications.
- 5.3 Finalize Public Safety Plan.
 - 5.3.1 Provide review of construction drawings & details for compliance with CPTED safety.
 - 5.3.2 Provide review of security equipment specifications for compliance with CPTED safety.
- 5.4 Finalize structural engineering documents. Documents will include structural notes, plan views, sections, and details.
- 5.5 Mechanical Engineering: Finalize the design of HVAC systems and related control systems with construction details and system schedules.
- 5.6 Plumbing Engineering: Finalize the design of plumbing systems including system riser detail, potable water, sanitary waste and vent, roof storm drains with construction details and fixture schedules in accordance with Client specifications.
 - 5.6.1 Fire Protection: Finalize the design and specification of the fire sprinkler system in accordance with FAC 61G15.
- 5.7 Electrical Engineering: Finalize the electrical plans including power, lighting, emergency generators.
 - 5.7.1 Finalize emergency generator and transfer switch design. 61G15 fire alarm plans, construction details, panel schedules and load calculations. Develop building lightning protection system specifications.
- 5.8 Building Automation: Finalize drawings, specifications and details including equipment schedules.
 - 5.8.1 Finalize location of security cameras and details of the corresponding system. This system will be coordinated with Client specifications.

- 5.8.2 Finalize the design of security and access control systems in accordance with Client specifications.
- 5.8.3 Finalize the design for data rack systems, cable trays, potential control panels, and data port locations.
- 5.8.4 Provide design for audio/video systems and narratives of control system functionality.
- 5.9 Finalize PSAP design and equipment layouts.
- 5.10 Develop cost opinion for project,
- 5.11 Provide 90% documents to the Client for review and comment. Receive Clients comments and revise documents as necessary.

TASK 6 – Construction Drawings and Specifications - 100% Documents

- 6.1 Revise drawings as per Client comments.
- 6.2 Provide 100% complete documents to Client for bidding and permitting activities.
- 6.3 Submit for building permit.
- 6.4 Receive plans examiners comments and revise drawings.

TASK 7 – Bidding Phase

- 7.1 Attend onsite Pre-bid meeting.
- 7.2 Issue bidding addendums and coordinate with CLIENT's purchasing department.
- 7.3 Review GMP with CMAR

TASK 8 – Construction Administration

- 8.1 Attend pre-construction meeting.
- 8.2 Attend OAC meetings, twice a month over a 12 month period.
- 8.3 Punch out project after certificate of occupancy has been obtained.
- 8.4 Conduct final inspection of project upon Contractor's certification that the punch list has been completed.
- 8.5 Respond to Contractor's Request for Information (RFI)
- 8.6 Submittal review, maximum of 2 per submittal

TASK 9 – Project Close Out

- 9.1 Closeout documents review

DELIVERABLES

The Architect will provide the following documents for the Clients use. A reasonable amount of copies for the CLIENTS use (including permit sets) of these documents are included in the base fee. Copies of construction sets or other uses are not included in

the base fee, and shall be reimbursed to the Architect. B. Documents can be provided as digital PDF files via email at no additional cost.

Task 1 – Data Collection and Project Kickoff

- 1.1 Kick off meeting and Meeting with Police Department staff
- 1.2 Tree survey
- 1.3 Topographic Survey
- 1.4 Environmental Assessment Report

Task 2 – Conceptual Drawings – 30% Documents

- 2.1 Conceptual design documents as indicated herein
- 2.2 CPTED review of concept drawings
- 2.3 One color rendering
- 2.4 Interior design material preliminary selection
- 2.5 Presentation to City Council Meeting

Task 3A – Civil Engineering and Landscape Design– 30% Documents

- 3.A.1 Landscape Concept Plan
- 3.A.2 Tree Determination
- 3.A.3 Civil Engineer attends project kick off meeting
- 3.A.4 Geometric Concept Site Plan

Task 3B – Civil Engineering and Landscape Design - 60% Documents

- 3.B.1 60% Landscape Plans
- 3.B.2 60% Civil Engineer Documents

Task 3C – Civil Engineering and Landscape Design – 90% Documents

- 3.C.1 90% Landscape Design
- 3.C.2 90% Civil Engineering Documents

Task 3D – Civil Engineering and Landscape Design – 100% Documents

- 3.D.1 Submit Drawings for Landscape Permit
- 3.D.2 100% Civil Engineering Documents
- 3.D.3 Development, ERP, DOH, and FDEP Applications and Permit Revisions
- 3.D.4 Attendance by Civil Engineer to Pre-Bid Conferences
- 3.D.5 Attendance by Civil Engineer to Pre-Construction Meeting, 16 Site Visits is included. Preparation of Site Punch List and Final Inspection will be provided.
- 3.D.6 Review Project Close Out Document

Task 3E – Civil Engineering and Landscape Design – Additional Team Meetings

3.E.1 Additional meetings

Task 3F - Civil Engineering and Landscape Design – Planning

3.F.1 Conditional Use Application Package

3.F.2 Presentations for Public Hearings

3.F.3 Response to Insufficiency Letters

Task 4 – Design Development – 60% Documents

4.1 Geotechnical Report

4.2 60% Documents

4.3 CPTED review

4.4 Materials Presentation Board

4.5 Presentation to City Council Meeting

Task 5 - Construction Drawings and Specifications - 90% Documents

5.1 90% Documents

5.2 Project Manual

5.3 CPTED Review

5.4 Presentation to City Council Meeting

Task 6 – Construction Drawings and Specifications - 100% Documents

6.1 100% Documents

6.2 Submit for Construction Permit (Electronic)

6.3 Respond to plan review comments.

Task 7 – Bidding Phase

7.1 Addendums

7.2 Attend pre-bid and bid opening meetings with CMAR

7.3 Presentation to City Council Meeting

Task 8 – Construction Administration

8.1 Attend pre-construction meeting

8.2 RFI written response

8.3 Site visit and attend OAC meeting with field report on a bimonthly basis.

8.4 Site visit by Structural consultant is limited to up to three (3) visits (anticipated to be one foundation and two framing) and attendance to OAC meetings will be virtually.

8.5 Shop Drawing Review

8.6 Punch List

- 8.7 Final inspection
- 8.8 Certificate of substantial completion
- 8.9 Final site visit

Task 9 – Project Close Out

- 9.1 Warranty and project closeout document review

QUALIFICATIONS TO SCOPE OF SERVICES

1. Structural design of deep foundation system is not included in this scope but an add fee is included if this service is found to be required.
2. A boundary survey of the property is not included. The Client will provide title work or deed to the surveyor to establish project boundary.
3. Underground drainage chambers design is not included.
4. Mechanical engineering includes HVAC design, energy code calculations, and plumbing system design. This includes waste, domestic water systems, and storm drainage systems.
5. HVAC systems shall be a conventional split system direct expansion type. The design of a central chilled water system is not included.
Fire sprinklers design excludes specification of a fire pump. (A fire pump may be required depending on the water pressure in the public water system). Hydraulically calculated sprinkler plans shall be provided by your fire sprinkler sub-contractor.
6. Fire alarm device will be presented on plan in accordance with Florida statute. (Fire alarm system shop drawings are not included).
7. Site lighting design and photometric calculations of the project area is included.
8. Specialty engineering of manufactured products, such as metal building components, trusses, steel joists, curtain walls or light gauge metal framing is excluded.
9. All permitting, testing and application fees are by others.
10. Shop drawing review: Unless specified herein shop drawings review is limited to one initial review and (1) second review. Additional reviews will be provided as per our hourly rates. Electronic submittals that we require to be printed will be billed at our standard copy rates listed herein.
11. Client's Third-Party Consultant - Our design scope includes coordination of consultants that provided services to ADG in order to accomplish the project's scope as described herein. If the Client retains other project consultants, other than site design and civil engineering, ADG and subconsultants may be entitled to additional fee for coordination of their work into the Architect's documents.

FEE SCHEDULE

Task	Fee	Fee Basis
Task 1 – Data Collection and Project Kickoff	\$42,569.00	Lump Sum
Task 2 – Conceptual Drawings – 30% Documents	\$117,946.00	Lump Sum
Task 3A – Civil Engineering and Landscape Design – 30%	\$24,799.00	Lump Sum
Task 3B – Civil Engineering and Landscape Design – 60%	\$26,559.00	Lump Sum
Task 3C – Civil Engineering and Landscape Design – 90%	\$20,859.00	Lump Sum
Task 3D – Civil Engineering and Landscape Design – 100%	\$84,894.00	Lump Sum
Task 3E – Additional Meetings	\$7,500.00	T & M NTE
Task 3F – Planning	\$36,000.00	Lump Sum
Task 3.F.4 – Sufficiency Responses	\$11,000.00	T&M NTE
Task 3.F.5 – Public Hearings	\$18,000.00	T&M NTE
Task 3.F.6 – Hearing Exhibits	\$3,000.00	T&M NTE
Task 4 – Design Development – 60% Documents	\$145,411.00	Lump Sum
Task 5 – Construction Drawings and Specifications – 90% Documents	\$119,131.00	Lump Sum
Task 6 – Construction Drawings and Specifications – 100% Drawings	\$57,506.00	Lump Sum
Task 7 – Bidding Phase	\$18,638.00	Lump Sum
Task 8 – Construction Administration	\$123,011.00	Lump Sum
Task 9 – Project Closeout	\$8,395.00	Lump Sum
Geotechnical Services	\$5,795.00	Lump Sum
Reimbursables	\$7,500.00	
Total Base Fee	\$878,513.00	

ALTERNATE FEE

Task	Fee
Deep Foundation Design	\$6,000.00
Photovoltaic Design	\$16,700.00
Design of Solar Hot Water Systems	\$8,250.00
Basic Project Commissioning	\$47,950.00
Total Alternate Fee	\$78,900.00

We truly look forward to dedicating our team's talent to effectively work with you on this project. If you have any questions or need further clarification, please don't hesitate to call me at Fort Myers (239) 277-0554 or Port Charlotte (941) 639-2450.

Sincerely,

ADG Architecture, llc



Robert T. Taylor

AIA - NCARB, LEED AP BD+C, President

ADDITIONAL SERVICES NOT INCLUDED IN THE BASE PROJECT SCOPE

As requested, the following services are excluded from the project base scope but remain available to you as an additional service:

- a. Representation for variance or appeals to fire or building board of appeals is not included. Special meetings with building authorities for Client requested code interpretations are not included and shall be invoiced on an hourly basis.
- b. Asbestos surveys, reports, or methods of remediation are excluded.
- c. Fire sprinkler engineering, preparation of fire sprinkler plans and hydraulic calculations shall be provided by others. (Normally provided by a licensed fire protection contractor).
- d. Scale models and renderings or similar marketing aids
- e. Threshold inspection services are not included but can be provided through the Structural Engineer of Record.
- f. Natural gas piping, LP gas piping, or fuel gas piping is excluded, as this is normally furnished by the fuel gas supplier.
- g. Commercial Kitchen planning and design.
- h. FEMA Flood plans
- i. Parking or storage shelters
- j. Signage structures
- k. Off-Site Roadway and/or Turn Lane Traffic Analysis/Modeling*
- l. Signal Design.
- m. Traffic Counts*.
- n. Signal Warrant Study.
- o. Traffic LOS Calculations.
- p. Mid-Block Crosswalk and Bike Lane Analysis.
- q. Overhead Roadway Signage requiring special structures. (i.e. Span Wire, Mast Arm)
- r. CITY OF SANIBEL Subdivision Re-platting.
- s. Any Title Work. (Opinions, O & E Reports, etc.)
- t. Right of Way Map Development.
- u. Sketches and Descriptions.
- v. Wetland Permitting/Mitigation (SFWMD) – No wetlands found on initial Environmental Report on areas specified.
- w. Meetings and/or permit applications/approvals from FDEP, USACOE or U.S. Fish and Wildlife Services. – No wetlands or protected species found on initial Environmental Report.
- x. Phase I Audits or Hazardous Material Surveys.
- y. Archaeologist Consulting or Historic Resource Investigation or Permitting.
- z. Extensive engineering and construction improvements due to poor soils as it is assumed existing soils within project limits are acceptable.
- aa. Vegetation Removal Permits. (by CONTRACTOR)
- bb. Reuse Pipeline Design.
- cc. Public Coordination/Notification including Public Information Meetings or Notices.
- dd. Sign Variances.
- ee. CITY OF SANIBEL Right of Way Permits (by CONTRACTOR)

- ff. Other permits and related application fees not stated in this scope including permit renewals, updates and/or modifications of permits obtained within this scope.
- gg. Plans or Design Revisions or updates due to changes in Standards or Codes.
- hh. Independent Peer Review of CONSULTANT's work product.
- ii. Submittal of permitting packages, Testing and Application Fees. (by CITY OF SANIBEL)
- jj. Zoning Applications including Special Exceptions. (None Known at this Time)
- kk. On-site Wayfinding Signage other than Vehicular Traffic Signage.
- ll. Structural design of deep foundation systems.
- mm. Environmental/Endangered Species Management Plans – No Endangered Species found in initial Environmental Report.
- nn. Off-Site Sewer and Water Improvements
- oo. Off-Site Road Improvements
- pp. Internal Building Expansion Sewer, Water and Fire line extensions
- qq. Additional Boundary Surveys
- rr. Lift station hydraulic modeling for the overall campus