



ADG

ARCHITECTURE, llc

March 2nd, 2026

Mr. Dana Souza, City Manager
City of Sanibel
800 Dunlop Road
Sanibel, FL 33957

Project Name: City of Sanibel – New Police Department Building/Site – Final Design and Construction
Proposal No.: 2025-P-055

Dear Mr. Dana Souza,

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 (CITY) for the project as described herein.

PROJECT DESCRIPTION AND UNDERSTANDING

This proposal is to provide the necessary consulting services required to design, engineer, and develop the project. Whereas the project was completed and ready for permitting and bidding, the project was put on hold as per the CITY's direction. This proposal supersedes the original proposal for the following scope of work. Our project scope, level of service and qualifications are as follows:

Additional Work Required to Update the 100% Construction Documents:

1. Project site survey has expired and is required to be updated. The updating of the survey is included in this proposal.
2. Lift station and control system design will be updated to new recently implemented City flood resistant standard.
3. A updated 2022 Environmental Assessment and Listed Species Report will be provided by the CITY for the CONSULTANT'S use.
4. Revise project specifications to reflect grant requirements and competitive bidding project delivery.
5. Professional fees are updated to 2025-2026 labor costs.
6. Prepare a construction schedule.

Project Schedule

From the notice to proceed we anticipate the following project timeline:

Survey and Plan Revisions: 1.5 months

Site and Building Permitting: 6-8 months

Project Bidding and Contract Award Phase: 2 Months

Assumed Construction Phase: 14 months

Project Close Out Phase and Commissioning: 2 Months

PROJECT DELIVERY

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

Civil Engineering Activities

TASK 1 – Civil Engineering and Landscape Design - Bidding with Additional Project Scope

Task 1.1 - Boundary Survey Update

CONSULTANT will provide a Boundary and Topographic Survey and a sketch and description for the project area as described below:

- 1.1.1 Locations shall be in state plane Florida East Zone with a vertical Datum of NAVD88.
- 1.1.2 Establish control network for topographic survey effort.
- 1.1.3 Data collected will be delivered with digital delivery (AutoCAD Civil3D) the engineer.
- 1.1.4 Create one (1) sketch and description of the proposed project construction limits.
- 1.1.5 Prepare a Boundary and Topographic Survey signed and sealed of the proposed project construction limits.
- 1.1.6 The boundary and topographic survey will be prepared and delivered in digital AutoCAD format in accordance with the "The Standards of Practice for Surveying in the State of Florida," Section 5J-17.05, Florida Administrative Code and Chapter 472, Florida Statutes.

Task 1.2 Civil Engineering Update for Lift Station

CONSULTANT will revise the previously issued 100% plans (signed and sealed in January 2025). The revisions will incorporate updated lift station layout plans to reflect current City of Sanibel Public Works post-hurricane standards. The plans will include a slab foundation design and specifications for an aluminum platform and stair system for control panel access. Additionally, the plans will require the Contractor to provide a design and shop drawings that comply with current Florida Building Code requirements.

Task 1.3 Civil Engineering Support – Bidding

Once the final site plans have been approved by the CITY, a final set of contract documents shall be prepared for the construction of the improvement. This task shall include the following:

- 1.3.1 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 CITY, the CONSULTANT shall perform the following services:
 - 1.3.2.1 The CONSULTANT shall attend and participate with the CITY in one (1) Pre-Bid Conference and respond to any appropriate questions and assist the CITY in issuing addenda to plans and specifications, if needed.

- 1.3.2.2 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.

TASK 2 – Project Bidding Phase - Building

- 2.1 Attend one (1) pre-bid on site meeting with prospective bidders.
- 2.2 Receive, evaluate bidder's questions and issue addenda to plans and specifications as required.
- 2.3 Receive and review bidders' bids and other required bidder's documents.
- 2.4 Attend a pre-award meeting with selected or low bidder.
- 2.5 Evaluate value engineering proposals and make recommendations as to validity. Revisions to plans and specifications to accomplish value engineering will be provided as an add service.

TASK 3 – Construction Administration Services – Civil Engineering

This scope of services assumes a fourteen (14) month construction duration. If the contractor exceeds this time frame, CONSULTANT shall continue their services beyond this time frame as additional services. CONSULTANT will provide construction contract administration during the construction of the project. An ADD service is offered for additional representation if the project construction exceeds 14 months for an extended period of 18 months total construction time.

Task 3.1 Civil Engineering - Construction Support

The CONSULTANT will provide construction contract administration during the construction of the project as follows:

- 3.1.1 Pre-Construction Conference: CONSULTANT will attend a preconstruction meeting with the CITY, ADG and contractor. Contractor shall provide minutes of the meeting.
- 3.1.2 Construction Progress Meetings: CONSULTANT shall attend all construction progress meetings as during the construction period.
- 3.1.3 Site Visits: CONSULTANT shall make periodic 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 contractor(s) and to determine if work is proceeding in substantial accordance with the contract documents. Based on such site observations, CONSULTANT shall keep the CITY informed of the progress of the work and shall endeavor to notify the CITY of observed defects or deficiencies in the work or delays of the contractor.

CONSULTANT shall, with CITY's concurrence, have authority as the CITY'S representative, 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).

This task assumes one (1) site visit per week at five (5) hours per visit over a fourteen (14) month construction time, including travel time and preparation of observation report. These observations are required in order to prepare the agency certifications.

CONSULTANT shall submit written reports to the CLIENT after each site visit which shall occur weekly during the active construction period.

The CONSULTANT shall not be responsible for construction means, methods, techniques, sequences, procedures, or for safety precautions and programs in connection with the work and shall not be responsible for the contractor's failure to carry out the work in accordance with the contract documents.

- 3.1.4 Shop Drawing Reviews: CONSULTANT shall review, reject, modify or approve shop drawings within 10 days of formal receipt, which the Contractor is required to submit, but only for conformance with the design of the project and compliance with the contract documents. CONSULTANT will also determine the acceptability, subject to CITY approval, of substitute materials and equipment proposed by contractors. All this work shall be scheduled, transmitted and received by the CITY.
- 3.1.5 Requests for Information (RFI's): CONSULTANT shall respond to requests of the CITY for necessary clarifications and interpretations of the contract documents within 2 business days of formal receipt. CONSULTANT shall act as initial interpreter of the requirements of the contract documents and render evaluations of the acceptability of the work thereunder. The compensation for the work in this paragraph is not intended to be applied as a remedy to any plan or document deficiencies that may become evident during the construction phase. If additional survey information is required to prepare a response to the requests for additional information (RFI), CITY or contractor shall supply the survey data.
- 3.1.6 Substantial Completion Walk Through: CONSULTANT shall participate in a pre- final inspection for the purposed of determining if the project is substantially complete and participate with the CITY in the preparation of a written "punch list" of all incomplete, defective or deficient items.
- 3.1.7 Final Inspection with City: CONSULTANT shall conduct a final inspection with the CITY to verify that the "punch list" items are satisfactorily completed. Final walk through shall be performed in conjunction with the CITY. This walk through is a part of the process to assist the CITY and General Contractor in the preparation of the various documents needed to certify the project complete.

- 3.1.8 Project Close-out/Record Drawings: CONSULTANT shall receive and review for completeness signed and sealed as-built information from the contractor and submit a complete set of reproducible record drawings. Note record drawings are based upon the contractor supplying checked and accurate information. CONSULTANT shall perform the record drawings one time. If multiple efforts are required to obtain and review data from the contractor to confirm its accuracy to produce the record drawings, they shall be considered as additional services. A copy of the complete record drawings shall be submitted as PDF files.

Task 4 – Construction Administration Services – Building

This scope of services assumes an fourteen (14) month construction duration. If the contractor exceeds this time frame, CONSULTANT shall continue their services beyond this time frame as additional services. CONSULTANT will provide construction contract administration during the construction of the project as follows:

- 4.1.1 Office support activities: Electronically receive via email (or similar digital transmission method) Contractor's project submittals and/or shop drawings. Review these documents for compliance with the project contract documents and CONSULTANT'S design intent prepared under this agreement. Contractor to provide submittal schedule to CONSULTANT for review.
- 4.1.2 Receive, review, and respond within 2 business days to Contractor's written request for information. (RFI)
- 4.1.3 Review and certify contractor's monthly payment application.
- 4.1.4 Review contingency and change orders, with Architect's signature.
- 4.1.5 Issue a substantial completion certificate for each phase at substantial completion. Please note that substantial completion is achieved when a certificate of occupancy or certificate of compliance is issued by the building department.
- 4.1.6 The CONSULTANT will review project closeout documents including warranty documentation.
- 4.1.7 Project on-site support activities: Attend a pre-construction meeting with all interested parties. The pre-construction meeting will be scheduled by the Contractor.
- 4.1.8 Visit the site at periodic intervals on a weekly basis to observe elements of the work as designed under this contract and attend a weekly project meeting.
- 4.1.9 Visit site at substantial completion and prepare a Punch List of items that require completion.
- 4.1.10 Contractor shall certify to the CONSULTANT that the projects punch list is complete. Upon this certification the CONSULTANT will conduct a final inspection so that the punch list completion can be verified.
- 4.1.11 Review as-built plans provided by the Contractor and submit comments to CITY and Contractor.

TASK 4A – Extended Construction Administration Services

This task will provide additional construction administration services, if required, beyond the base 14-month construction time frame. This work will be billed on a time-and-materials basis. This additional fee covers an additional 4 months to a maximum construction period of 18 months.

TASK 5 – Project Close Out

5.1 Closeout documents, review for completeness.

TASK 6 – Basic Project Commissioning Services

Basic Project Commissioning Services consist of the following activities and are required for this project as per the Florida Building Code:

6.1 HVAC Scope

- 6.1.1 Kick off meeting with Owner to determine project timeline and expectations.
- 6.1.2 Coordinate commissioning plan with the contractors, construction manager along with the major subs.
- 6.1.3 Visit facility during construction to become familiar with project.
- 6.1.4 Visually review mechanical equipment. The pre-functional and functional testing will be performed on the following equipment:
 - 6.1.4.1 Packaged Rooftop Units/Splits DX Units
 - 6.1.4.2 Ductless Split AC systems
 - 6.1.4.3 VAV Boxes
 - 6.1.4.4 Exhaust fans

6.2 Plumbing Scope

- 6.2.1 Water heaters
- 6.2.2 Circulation pumps

6.3 Electrical Scope

- 6.3.1 Lighting Controls

6.4 Renewable Energy

- 6.4.1 None included.

6.5 Deliverables

- 6.5.1 Commissionable review comments of documents
- 6.5.2 Commissionable Peer review of the MEP Documents
 - Provide written field start up reports and system verification check lists outlining the following:
 - 6.5.2.1 Documenting field conditions.
 - 6.5.2.2 Commissioning issues log
 - 6.5.2.3 Pre-functional testing.
 - 6.5.2.4 Functional testing
- 6.5.3 Interviews with key operating personnel.
- 6.5.4 Note: Third party Test of systems is not included. Project test and balance

agency is anticipated to be used for commissioning activates.

DELIVERABLES

The Architect will provide the following documents for the Clients use. Ten 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 as per "Attachment B". Documents can be provided as digital PDF files via email at no additional cost.

Task 1 – Civil Engineering and Landscape Design – Bidding with Additional Project Scope

- 1.1 Attendance by Civil Engineer to Pre-Bid Conferences
- 1.2 Attendance by Civil Engineer to Pre-Construction Meeting is included
Preparation of Site Punch List and Final Inspection will be provided
- 1.3 Review Project Close Out Document
- 1.4 Update project specifications
- 1.5 Update survey

Task 2 – Bidding Phase – Building

- 2.1 Addendums
- 2.2 Attend pre-bid and bid opening meetings

Task 3 and 4, 4A – Construction Administration Services

- 8.1 Attend pre-construction meeting
- 8.2 RFI written response
- 8.3 Site visit and attend OAC meeting with field report on a weekly basis.
- 8.4 Shop Drawing Review
- 8.5 Punch List
- 8.6 Final inspection
- 8.7 Certificate of substantial completion
- 8.8 Final site visit

Task 5 – Project Close Out

- 9.1 Warranty and project closeout document review

QUALIFICATIONS TO SCOPE OF SERVICES

1. All permitting, testing and application fees are by others.
2. Shop drawing review. Electronic submittals that we require to be printed will be billed at our standard copy rates listed herein.

3. 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
Task 1 Civil Engineering and Specification Update	\$35,171.00
Survey Update	\$11,962.00
Task 2 – Bidding Phase	\$26,899.00
Task 3 and 4 – Construction Administration Services	\$218,495.00
Task 5 – Project Closeout	\$26,076.00
Basic Project Commissioning	\$25,000.00
Total Base Fee	\$343,603.00
Task 4A – Extended Construction Services	\$73,285.00
Total Fee	\$416,888.00

Reimbursable Allowance \$6,000.00

The terms of the now-expired 2019 agreement between the parties is hereby incorporated by reference, such that all non-conflicting terms in that agreement are hereby adopted and incorporated by reference into this proposal.

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

ATTACHMENT B

ADG Architecture, llc

ADDITIONAL CLIENT-AUTHORIZED WORK AND STANDARD HOURLY RATES

Upon prior authorization from Client, additional authorized work performed beyond the scope of this project as detailed herein shall be invoiced at the following hourly rates:

Principal	\$245.00
Staff Architect	\$175.00
Project Manager	\$170.00
Interior Designer	\$165.00
Interior Architect Intern	\$155.00
Senior CADD/Draftsperson	\$120.00
Junior CADD/Draftsperson	\$ 99.00
Clerical	\$ 95.00

** Rates shall increase 5% per annum from date of contract **

REPRODUCTIONS AND REIMBURSABLE EXPENSES

Special Consultants / Engineering Fees	Cost + 10%
Postage	Cost + 10%
Commercial Travel	Cost + 10%
Automobile Travel beyond Lee & Charlotte Counties	Standard IRS Mileage Rate
B&W Photocopies 8 1/2" x 11"	\$0.20 per page
B&W Photocopies 8 1/2" x 14"	\$0.30 per page
B&W Photocopies 11" x 14"	\$0.40 per page
Color Photocopies 8 1/2" x 11"	\$2.75 per page
Color Photocopies 8 1/2" x 14"	\$3.25 per page
Xerographic Bond Reproductions 24" x 36"	\$2.25 per drawing
Xerographic Bond Reproductions 30" x 42"	\$3.25 per drawing
Standard Courier Service	Cost + 10%
Overnight Delivery	Cost + 10%
Drawings	\$8.50 per sheet
Drawings – Electronic – CD-ROM or Flash	\$8.50 per sheet
Drawings – Electronic – via e-mail	\$4.00 per sheet

Supplemental Services as Authorized by Client

Shop Drawing Review	In accordance with hourly rates
On-site Construction Observation	In accordance with hourly rates

LB Structural Engineering

FEE SCHEDULE

PROFESSIONAL:

Principal Engineer	\$ 250.00/hr.
Senior Engineer	225.00/hr.
Professional Engineer	195.00/hr.
Engineering Intern	175.00/hr.
AutoCAD Technician	110.00/hr.
Claim Investigation	Per Separate Agreement
Expert Witness – Testimony (4 hour minimum)	Per Separate Agreement

ADMINISTRATIVE:

Clerical	70.00/hr.
----------	-----------

OUTSIDE PROFESSIONAL FEES: Cost + 15%

REIMBURSABLE EXPENSES:

Courier Service (Lee & Collier Counties)	Cost + 15%
Other Expedited Delivery Services	Cost + 15%
Drawing Prints	4.50/each
Electronic Drawing File Prints (24"x36")	3.50/each
Electronic Drawing File Prints (11"x17" or smaller)	1.50/each
Photocopy	.50/each
Mileage	IRS Standard Rate

**Fees Are subject to change on an annual basis.
The most current Fee Schedule shall be used.**

04/2025



SCHEDULE OF FEES
Effective January 1, 2025

<u>Staff Level</u>	<u>Rate</u>
Level 3	\$122.00
Level 4	\$133.00
Level 5	\$152.00
Level 6	\$156.00
Level 7	\$167.00
Level 8	\$177.00
Level 9	\$183.00
Level 10	\$190.00
Level 11	\$206.00
Level 12	\$217.00
Level 13	\$228.00
Level 14	\$240.00
Level 15	\$254.00
Level 16	\$280.00
Level 17	\$290.00
Level 18	\$296.00
Level 19	\$308.00
Level 20	\$319.00
Level 21	\$338.00
1 Person Field Crew	\$150.00
2 Person Field Crew	\$208.00
3 Person Field Crew	\$265.00
4 Person Field Crew	\$327.00

Unit billings, such as printing and survey materials, will be billed at standard rates. All other out-of-pocket expenses will be billed at cost +10%.



TLC STANDARD HOURLY RATES
Professional Engineering Services Proposal

TLC Engineering Solutions, Inc.		
BILLING FACTOR	DESIGNATION	BILLING RATES
6	Director	\$240
5	Senior Engineer, Manager	\$200
4	Project Engineer, Manager	\$170
3	Engineer, Specialist	\$140
2	Graduate Engineer, Designer, Administrative Secretary	\$110
1	Technician, Secretary, Intern, Clerical	\$85

Rates subject to change with 30 days prior notice.

Forensic Engineering and Special Consulting – 1.5 to 2.0 times normal billing rate
Effective May 22, 2023

David M. Jones, JR. and Associates, INC.

Principal - \$140.00 per hour

Senior Landscape Architect/Planner - \$125.00 per hour

Landscape Architect/Planner - \$100.00 per hour

Designer/Planner - \$80.00 per hour

Researcher/CADD - \$65.00

Administrative Assistant - \$50.00 per hour