

SCOPE OF SERVICES

The scope is divided into six activities of work:

- Activity 1..... Kick Off Meeting/Project Set-up
- Activity 2..... Design Development
- Activity 3..... Construction Documents 50%
- Activity 4..... Construction Documents 90% (Permit Set)
- Activity 5..... Construction Documents 100%
- Activity 6..... Bidding and Contractor Selection Assistance

The following is a detailed scope of the six project activities.

ACTIVITY 1 – KICK OFF MEETING/PROJECT SET-UP

The purpose of this initial activity is to:

- Prepare summary brief of project status to date;
- Confirm the City's vision for the park plan and plan components;
- Establish the organizational structure for project development and management;
- Review City requirements;
- Define and confirm Work Order Task #2 project boundaries and phasing strategy;
- Establish schedule and submittal dates;

During this initial Activity, the following tasks will be conducted:

1.1 Project Status Summary Brief

B&A will prepare a summary brief of the Master Planning and Schematic Design efforts undertaken during Task #1 for the development of the Truman Waterfront Park.

1.2 Kick off Meeting

B&A will coordinate a kick-off meeting/workshop with the City staff and key members from the BA team participating in Task Two. The kick off meeting will include:

- Introduction of the key personnel on the B&A team;
- Introduction of City staff involved with the project;
- A presentation by B&A of the summary brief reviewing the history of the Master Planning and Schematic Design effort. This presentation will be provided in powerpoint format;

- Develop and confirm a common understanding of the scope of work for Task #2 and a submittal schedule;
- Confirmation of the City's and TWAB's project goals and objectives;
- Clarification of project management requirements (frequency of meetings, progress reports, and review periods and approvals);
- Discussion of outstanding design issues related to the plan;
- Site visit and walkthrough with key City staff and design team.

This meeting will require a full day of participation by key City staff and consultants working on Task #2. Team consultants not in attendance during the kick off meeting will participate via conference call.

1.3 Confirm Site Regulatory Requirements

B&A will work with the City to identify and analyze permit and approval requirements of all governmental authorities having jurisdiction to approve the design of the Project.

1.4 Project Set-up

B&A will work with the team's subconsultants to provide most up to date base plans and project drawings.

ACTIVITY 2 – DESIGN DEVELOPMENT

The purposes of this activity are to:

- Establish the final program for the site plan in Phase 1 as indicated on Exhibit A;
- Refine Schematic Design concepts for specific park elements including the following items not yet detailed:
 - o Interactive water feature
 - o Playgrounds with canvas covering adjacent to interactive water feature
 - o Synthetic turf multi-purpose playfield
 - o Pedestrian bridge at Admiral's Cut
 - o Pedestrian waterfront promenade
 - o Park signage, identification and wayfinding including:
 - entry feature statement\
 - vehicular wayfinding signage
 - pedestrian wayfinding signage
 - exercise trail marker design
 - fitness trail signs
 - information and park rules signage
 - o Site lighting
- Confirm the parking area layouts, configurations and surface materials
 - o Prepare Preliminary Design documents consisting of final design criteria, preliminary drawings, and outline specifications. The drawings shall consist of:
 - Site geometry plan with all roadways, sidewalks and circulation areas

- Paving, grading, and drainage plans
 - Water and sewer plans and appropriate details and outline specifications
 - Landscape plans, details and outline specifications
 - Tree disposition plans
 - Electrical layout, site lighting details and outline specifications
- Refine schematic design concepts for Horse Stable Building with input by facility operators and users. The preliminary program developed in the prior Master Plan Phase will be utilized as a base program and includes:
 - o Building Footprint with +/- 3,200 square feet.
 - o Entry Roofed Porch.
 - o Office Space with Storage Closet.
 - o Accessible Unisex Restroom.
 - o Tack Room.
 - o Feed Room.
 - o Hay Room.
 - o Center Isle Area with High Roof.
 - o Five Horse Stalls.
 - o Deep Roofed Overhang along Horse Stalls side of Building.
 - o Fenced Corral Area and Exercise Circle.
 - o **(This scope assumes the Horse Stable building will be developed as a pre-manufactured structure).**
 - o Refine HARC approved plans for Horse Stable Building to incorporate systems, materials, finishes, and engineering
 - a. Site plan with details, including fencing
 - b. Floor, ceiling, and roof plans with lighting and electrical
 - c. Sections and exterior elevations
 - d. Enlarged interior plans, including restroom and stables
 - e. Material selections
 - f. Air conditioning and ventilation layout
 - g. Structural design elements
- Refine schematic design concepts for phase 1 of the Multi-Purpose Community Center with input by facility operators and users. The preliminary building program developed in the prior Master Plan Phase will be utilized as a base program with phase one under this scope to include a total building area of +/- 10,182 S.F. with the following distribution of uses:
 - o Multi-Purpose Room @ 8,549 s.f.
 - o A separate room to accommodate a Boxing Ring
 - o Bathrooms @ 776 s.f.
 - o Office @ 109 s.f.

The final Activity 2 plans will be presented to the City for review and comment. Included in this scope is one presentation to City Commission.

ACTIVITY 3 THROUGH ACTIVITY 5 – CONSTRUCTION DOCUMENTS TO 100%

Based on the final plans approved by the City in Activity 2, B&A will further develop and prepare design drawings for use in permitting and construction. B&A will review the plans with City staff at the 50%, 90% and 100% completion stage of the construction document activity. B&A will prepare all drawings necessary for submission to City/County agencies for review and approval. The City will route the construction plans through the City's permitting process prior to construction.

Based on the City approved Design Development plans and input from City agencies, B&A will incorporate changes and proceed with developing final detailed construction drawings to include:

- **LANDSCAPE:**
 - o Tree disposition plans indicating all existing trees to be removed, protected or transplanted (trees removed from site to be located by City)
 - o Hardscape layout plans including pedestrian walkways, plaza areas and playground safety surfaces
 - o Fencing layout plans, details, elevations and specifications
 - o Planting plans, planting details and specifications
 - o Site furniture plans and product specifications and details, including benches, waste receptacles, bicycle racks, drinking fountains etc.
 - o Irrigation layout, details and materials schedule and specifications
 - o Playground (at interactive water feature only) layout and design with product specifications and details
 - o Playground shelter layout with wind load calculations and foundation structural design by manufacturer)
 - o Exercise station layout with product specifications and details
 - o Signage layout plans with details, elevations and specifications
 - o Layout plan for interactive water feature
- **CIVIL:**
 - o On-site geometry plan for location of roadway and site improvements including:
 - Roadway centerline geometry with bearings, curve data, vertical and horizontal profiles
 - Edge of pavement signature indicating curb type, edge type, etc...with details.
 - FEMA Flood Lines
 - Roadway striping and signage plans with supporting details.
 - Plans indicating handicap parking spaces, curbs, ramps and supporting details.
 - Layout data for all structures, structured spacing, setbacks, buffers
 - o Stormwater calculations for use in permitting. Calculations will include on-site AdICPR modeling, storm pipe tabulations, pond specific calculations and pre/post reports.
 - o Grading and Drainage Plans including:

- FFE of all structures on site relative to crown of road and responsive to proposed grade changes.
 - Drainage basins, swales, and sub-surface conveyance systems including piping, structures, injection wells
 - Contours or spot elevations for all drainage improvements and roadways
 - Contours or spot elevations for all building pads, around all existing trees to remain and site finish grades.
 - Inverts, pipe sizes, pipe slopes, and other data relative to sub-surface conveyance systems.
- o Water and sewer plans depicting the proposed potable water, fire service and sanitary sewer collection system
- o Demolition plans indicating disposition of all existing site facilities, utilities and surface treatments
- **STRUCTURAL:**
 - o For the horse stable building only
 - Structural Design Criteria and notes for final building design
 - Foundation design, schedules and detailing (based on geotechnical recommendations from geotechnical engineer)
 - Ground floor concrete slab and anchoring coordination for a pre-fabricated building
 - Specification sections related to foundation and concrete slab components
 - Review and coordination of signed and sealed shop drawings from pre-fabricated building manufacturer
 - Review and comments of structural calculations from the pre-fabricated building manufacturer.
 - o Structural design, detailing and specifications for Phase 1 of the Multi-purpose Community Center.
 - o Structural design, plans, details and specifications for pedestrian bridge at Admiral's Cut.
- **ARCHITECTURAL:**
 - o Plans for Stable Building to include:
 - Project Cover Sheet with all pertinent General Notes and Information.
 - Project Location Plan and Site Plan with Information and Details.
 - Floor Plan with Information Details
 - Reflected Ceilings Plans with Information and Details
 - Roof Plans with Information and Details.
 - Building Exterior Elevations and Sections with Information and Details.
 - Material Selections Schedules and Specifications.
 - Foundation and Floor Slab Plans with Information and Details.
 - Lighting and Electrical Plans with Information and Details.
 - Plumbing Plans and with Information and Details.

- Fencing around the Designated Areas with Final Information and Details.
- o Plans for Phase one of the Community Center Building to include:
 - Project Cover Sheet with all pertinent General Notes and Information
 - Project Location Plan and Site Plan with Information and Details.
 - Floor Plan with Information Details
 - Reflected Ceilings Plans with Information and Details
 - Roof Plans with Information and Details.
 - Building Exterior Elevations and Sections with Information and Details
 - Wall Sections, Door Window and Finish schedules
 - Specifications.
 - Foundation and Structural Engineering Plans and Details.
 - Lighting and Electrical Engineering Plans and Details.
 - Mechanical, Plumbing and Fire Protection Engineering Plans and Details.
 - Landscaping, Hardscape and Fencing around the Designated Areas and Details.
 - Layout of a temporary parking lot to be located where final parking lots are to constructed
- o Demolition plans for the PAL/Commissary Building.
- **MEP:**
 - o Site electrical service and distribution plans
 - o Parking lot lighting plans, details and lighting calculations to determine design illumination levels, lighting design to meet minimum local code requirements
 - o Sports lighting plans for multi-purpose playing field
 - o Pedestrian walkway lighting plans, details and lighting calculations to determine design illumination levels and fixture specifications
 - o Mechanical, plumbing, and electrical with layout and specifications for Phase 1 of the Multi-purpose Community Center and Horse Stable Building
 - o Pump and filtration system layout, details and specifications for interactive water feature

B&A will provide the City with five (5) full sets of construction plans at the completion of each activity, 50%, 90% and 100% and one digital copy of the final approved plans.

ACTIVITY 3 – CONSTRUCTION DOCUMENTS 50%

The 50% construction document submittal will include the full design development package of all project elements and outline specifications identifying major project construction materials and finishes. Consultant will also provide specific building and

element locations and overall dimensioning of project elements site wide. The plans will be provided to the City for review and comments. B&A will provide a detailed cost estimate of the plans at this phase. After all departments and staff have commented in writing on the plans, B&A will meet with City staff to review the comments and determine appropriate responses.

ACTIVITY 4 – CONSTRUCTION DOCUMENTS 90% (PERMIT SET)

B&A will prepare a 90%, complete set of Construction Documents for presentation to the City for review and to carry out a “Dry Run” permit procedure. B&A will provide an updated detailed cost estimate of the plans for this activity. The Construction Document Drawings will be complete except for changes and corrections as may be required by the City of Key West Building Department.

ACTIVITY 5 – CONSTRUCTION DOCUMENTS 100%

B&A will prepare a 100%, complete set of Construction Documents for presentation to the City based on the comments received from the City and the changes to the drawings required as per the City of Key West Building Department review.

ACTIVITY 6 – BIDDING AND CONTRACTOR SELECTION ASSISTANCE

B&A will provide assistance for bidding and contractor selection services to the City of Key West after completion of the construction documents as noted below:

- o Respond to all bidder questions regarding project elements and clarification or interpretations of the bidding documents for duration of bid period.
- o Preparation of addenda for distribution by the City
- o Attendance at up to two pre-bid meetings with City and Contractors
- o Preparation of a bid tabulation list
- o Evaluation of the bid pricing, solicitation compliance and verification of Contractor experience and capabilities for the submitted and qualified Contractor bids.
- o Based on criteria established by the City, B&A will provide a suggested recommendation for the bid award.

PRICING

The following are the fees associated with the six work activities:

Phase 1 – Kick Off Meeting/Project Set-up	\$ 16,450.00
Phase 2 – Design Development	\$ 290,800.00
Phase 3 – Construction Documents 50% Submittal	\$ 309,380.00
Phase 4 – Construction Documents 90% submittal	\$ 262,995.00
Phase 5 – Construction Documents 100% Submittal	\$ 113,240.00
Phase 6 – Bidding and Contractor Selection Assistance	\$ 19,600.00
SUB-TOTAL PROFESSIONAL FEES	\$1,012,465.00 LS
 *REIMBURSABLE EXPENSES (not to exceed amount)	 \$ 21,900.00 NTE
TOTAL ALL FEES	\$1,034,365.00

LS = Lump Sum Fee

NTE = Not to exceed, City will be billed at cost

That portion of the lump sum fees (above) associated with the design of the horse stable building is \$81,000.00 and the Phase One portion of the Multi-purpose Community Center is \$286,970.00. This work includes architectural, civil, structural, MEP, cost estimating and landscape design fees for both buildings and adjacent site area.

NOTES:

*Reimbursable expenses are for B&A expenses only. Expenses for subconsultants are included in the fees for each activity. The reimbursable fees include an allowance for printing and reproduction, courier services, travel expenses including mileage, lodging and meals etc. This is a “not to exceed” amount and will be billed to the City at cost.

ADDITIONAL NOTES:

All plans and documents shall be provided to the City in digital format (pdf & AutoCad) for printing and use by the City for this project. (Plans and drawings are not permitted for use on any other project without prior approval by B&A). B&A will provide up to five hard copies of all documents prepared under this scope.

If new public facilities or buildings are incorporated into the park program, in addition to those illustrated in Phase 1 on Exhibit A, the fee structure will be adjusted. The fees do not include the design of a structure for the Amphitheater facility, the second phase of the Community Center, renovation of Building 103, public restrooms or construction administration/oversight.

Fees include attendance at up to eight TWAB/staff meetings by the B&A Project Manager, Randy Hollingworth and appropriate team members. Additional meetings

shall be billed as additional services at the hourly rates for the specific professionals attending the meetings.

Individual elements of the Task order may be amended and reduced in detail, area of investigation and amount or area of reporting and products by the LRA Contract Administrator, following consultation with the Consultant, when such is in the best interest of the City. The City shall provide such task order instruction to the Consultant in writing and Consultant will modify lump sum fees according to amount of work added or deleted.

ITEMS NOT INCLUDED IN SCOPE:

1. Market studies
2. Aerials
3. Underground mapping
4. Geotechnical/soils testing (Task 1)
5. Underwater inspections
6. Underwater environmental mapping
7. Materials Testing
8. Additional areas of the site not within the boundaries as shown in project area Phase 1, on Exhibit A
9. Environmental Permitting for Footbridge at Admiral's Cut (Task 1)
10. Any permitting associated with wetland impacts, protected species, or hazardous materials
11. Additional site surveys
12. Any work associated with off-site utilities
13. Application fees for all permit submittals
14. Asbestos/mold abatement survey, documentation, and remediation
15. Construction contracting or administration during construction
16. Renovations to Building 103 including restrooms for the interactive water feature. (City to provide prefab restrooms)
17. Amphitheater Facility, Phase 2 of the Multi-purpose Community Center or the Public Restrooms
18. Design of guardhouse or security facility for Navy Mole Pier entrance gate
19. Approval through the Planning Department is not included in Task 2. This work is included in the original Task 1 scope.
20. Preparation of bid tabulation list
21. Attendance by B&A staff at bid opening
22. Documentation of bidding results

ADDITIONAL SERVICES

Additional services are those which arise as a result of unforeseen circumstances during the design of a project and which therefore, cannot be included in the basic services agreement. Such additional services, when requested in writing by the City, shall be performed at an hourly rate per the Design Professional rates. Additional Services are as defined in the AIA Document B101 – 2007 Edition – Standard Form of Agreement between Owner and Architect, Article 4 and include:

Providing services in connection with evaluating substitutions proposed by the contractor, and making subsequent revisions resulting therefrom are an additional service.

EXHIBIT A – PHASE 1 PROJECT LIMITS

PROPOSED PHASE 1

