

**CITY OF PALM BAY, FL**  
**ATTACHMENT B, EXHIBIT 1**  
**SCOPE OF SERVICES FOR A/E SERVICES**  
**FOR THE PALM BAY CITY HALL BUILDING E**

**In accordance with City's Master Contract #34-0-2021/JM**  
**July 20, 2021**  
**TASK ORDER #01-2021**

**Section I. Background**

The City of Palm Bay, Florida seeks to design and build an addition to its Malabar Road City Hall Campus. The new building is anticipated to be approximately 30K to 40K square feet, and either three or four stories depending on funding capacity. The primary occupants of the proposed building include the Building Department and the Utilities Department Customer Service Division. The building is also intended to be developed with additional open floor plate to accommodate future use for other City departments or potential swing space needed for renovation of other City Hall Campus Buildings.

Silling Associates, Inc. has been selected to provide comprehensive architectural and engineering design services for the new facility to include the following items. The construction project delivery method shall be competitive single-prime Design/Bid/Build.

- Geotechnical and Subsurface Investigation
- Site Survey
- Civil and Site Design
- Landscape Design
- Architectural Programming
- Architectural Planning and Design
- Interior Design
- Furniture Fixtures and Equipment Preliminary Design Coordination
- Structural Design
- HVAC Design
- Plumbing Design
- Electrical Power and Lighting Design
- Communications Design
- Fire Protection Design
- Permitting
- Construction Cost Estimating

Work not Included in this scope to be performed under a subsequent Task Order:

- Bid Assistance
- Construction Administration



## **Section II. Scope of Work**

**Task A: Project Management- General:** The Architect will provide Design Phase Project Management to include:

- Attend Project Meetings
- Written and Oral Communication with the Owner's Project Manager
- Coordination of the Architect's Sub Consultant
- Design Project Schedule and Budget Management

**Task B: Geotechnical and Subsurface Investigation:** As a component of this agreement, the Architect's sub-consultant shall perform a Geotechnical and Subsurface Investigation and Report of the Proposed Building Location located adjacent to the Palm Bay City Hall Building A for the purposes of evaluating soils conditions and recommendations for foundation design, storm water and parking design.



**Task C:** As a component of the agreement, the Architect's sub-consultant shall provide a site survey of the immediate of the grounds indicated in the red outline to include site utilities, contours at 1"-0 grade intervals, critical spot elevations, boundaries, building edge lines where the limits of the survey encounter existing buildings.

**Task D: Programming:** The Architect and subconsultants will meet with the City's stakeholders and conduct the necessary research to determine the building's programmatic requirements and compile a Palm Bay City Hall Building E Program Document to include an outline of the items indicated below. At the conclusion of the Programming Task, the Architect will submit a preliminary document to the City



for review and comment, make requested revisions, and provide a final document and presentation to the City's Project Manager, and if required provide a presentation to the Palm Bay City Council. The Programming effort will establish the overall project requirements and provide sufficient project scope and project cost information for prioritization, and sufficient information to approve a three- or four-story building for further design. The Architect will not be required to pursue multiple floor design options in subsequent design phases.

- Building Code Extract indicating the primary relevant building codes, building occupancy classification, required construction type, zoning height and area limitations, and other factors that impact preliminary building planning.
- Sustainability Objectives indicating the general requirements and the approach to building sustainability and energy performance goals.
- Building Components that are anticipated to be included are the Building Department, Utilities Department Customer Service Division, and other departments to be determined by the City during the Programming task. The City desires to provide additional shell space for future use and the amount of area will be based upon funding capacity and other factors that may be discovered during programming. The detail will include specific space requirements including a tabular listing of each room and area with the required square footage, department and space adjacencies within department, departmental vertical stacking, shared and common areas, special features and requirements.
- Connection to Existing Building: requirement and approach for physical connection to existing City Hall Campus Building A.
- Walk up or Drive-through Customer Service Window: general requirement and approach to exterior customer service accommodations.
- Interior Construction: general approach to interior wall construction building materials including public and staff circulation, departmental separation, office and work space partitions, records rooms, special equipment areas, toilets, vertical shaft separation for stairs, elevator(s) and mechanical service.
- Interior Finishes: general approach to interior finishes including the approach to public spaces, offices and work areas, restrooms, and mechanical areas.
- Furnishings: general requirement for loose furniture, fixtures, and equipment including typical private office configurations and open office work station environments, special equipment, and other requirements.
- Elevator Equipment: general requirement for elevator capacity, machine or machine-roomless equipment, and cab finish level.
- Signage: general requirement for Palm Bay City Hall campus directional signage, Building E exterior signage, interior public wayfinding signage and code required room signage.
- Structural: probable building foundations as recommended by the geotechnical engineer and structural system options as recommended by the project structural engineer.
- Building Envelope: alternatives to exterior wall system construction and roofing with related energy performance requirements.
- Security: general requirements for electronic security including intrusion alarm, public notification, access control and video surveillance management systems.
- HVAC: anticipated load requirements and preferences/performance needs for type and quality of centralized and decentralized heating and cooling equipment, interior or exterior building



located equipment and HVAC control types.

- Plumbing: anticipated use and system preferences for potable water, sanitation, and building storm water systems.
- Fire Protection: general requirements for wet or special systems.
- Electrical Power Distribution System: anticipated load requirements and distribution system including special requirements for standby or emergency power.
- Electrical Lighting: general requirement for building interior and exterior lighting including fixture type recommendations, preferences and lighting control systems.
- Communications: general requirements for Fire Alarm System, Telephone and Data systems.
- Site: general requirements for grading, landscaping, parking, pedestrian circulation, storm water management, site lighting, and site utilities.
- Building Volume, Blocking and Stacking Graphic Study: development of a three-dimensional, digital format, volume graphic study indicating the location on the Palm Bay City Hall Campus and physical relationship to adjacent campus buildings, the general placement and arrangement of building departments, public circulation, public toilets, and support spaces. The study will include recommended floor-to-floor heights and total building heights of both three- and four-story building approaches.
- Programming Level Project Cost Estimate: development of cost estimate to include probable site development and building construction cost, estimating contingency, construction contingency, allowances, building code required Owner third-party testing and inspections, other Owner administrative costs, Furniture Fixtures and Equipment.

#### **Task E -1: Preliminary Schematic Design:**

- Based on the programmatic elements approved by the City in Task D, the Architect will prepare two conceptual options including preliminary site plan, building floor plans, building elevations, building sections, and three-dimensional digital images of the design for the City's review and comment. The Architect will make general revisions to the preferred options based on the City's review comments and present the option for the approval of the Preliminary Schematic Design. The Architect will provide a presentation to the Project Manager and other stakeholders and if required provide a presentation to the Palm Bay City Council.

#### **Task E-2: Final Schematic Design:**

- Upon the City's approval of the desired conceptual option presented in Task E-1, the Architect will further develop the Schematic Design. The Architect will submit site plan, building floor plans, building elevations, building sections, and three-dimensional digital images of the design for the City's review and comment and approval.
- The Architect will submit an update of the building systems narratives included in the Program Document.
- The Architect will submit a Schematic Design Level Project Cost Estimate and request the City's approval.
- The Architect will provide a Schematic Design presentation to the City's Project Manager and other stakeholders and if required provide a presentation to the Palm Bay City Council.

#### **Task F: Design Development**

- Based on the City's approval of the Schematic Design Documents and Project Cost Estimate



included in Task E-2, the Architect will prepare Design Development Documents for the City's approval including plans, sections, elevations, system diagrams and preliminary details further defining the building site and civil, architectural, structural, mechanical, electrical and communications systems. The Design Development Documents shall include outline specifications

- The Architect will submit a Design Development Level Project Cost Estimate and request the City's approval.
- The Architect will provide a Design Development presentation to the Project Manager and other stakeholders and if required provide a presentation to the Palm Bay City Council.

#### **Task G: Construction Documents**

- Based on the City's approval of the Design Development Documents and Project Cost Estimate included in Task F, the Architect will prepare Construction Documents for the City's approval. The Construction Documents shall further illustrate and describe the further development of the building site and civil, architectural, structural, mechanical, electrical and communications systems included in the Design Development Documents and shall consist of detailed drawings and specifications indicating the scope and performance qualities required for construction.
- The Architect will submit a Construction Document Level Project Cost Estimate and request the City's approval project estimate.
- The Architect will provide a Construction Document presentation to the Project Manager and other stakeholders and if required provide a presentation to the Palm Bay City Council.

#### **Task H: Permitting**

- Indicated in Section IV.

### **Section III. Project Representatives/Project Team**

City's Project Manager:

#### **Architectural**

Silling Associates Inc.: Orlando, FL

Principal in Charge: Tom Potts, RA, AIA

Design Principal: Jody Driggs, RA

Project Manager: Jeff McComas, RA

Project Architectural Designer: Hugo Arboleda

Interior Design: Susan Farley

#### **Geotechnical Engineering:**

Terracon: Winter Park, FL

Senior Geotechnical Engineer: Jay Casper, PE

Project Geologist: Mark Mulligan. PG

#### **Civil Engineering:**

Atwell: Orlando, FL

Principal/ Civil Engineer: Robert Schanck, PE

Civil Engineer: Keith Haugdahl, PE



**Landscape Architecture:**

NAK Design Strategies: Orlando, FL

Tele. 407-505-6600

John Griffin, PLA

**Structural Engineering:**

MK Structural Engineering: Melbourne, FL

Tele. 321-600-0672

Structural Engineer: Michael Kalajian, PE

**Mechanical Electrical Engineering**

Ingenuity Engineers: Orlando, FL

Tele. 407-398-6007

Principal/Electrical Engineer: David Green, PE

Senior Electrical Engineer: Joe Harrill, PE

Principal/Mechanical Engineer: Brian Hessinger, PE

Senior Mechanical Engineer: Joe Harrill, PE

**Cost Estimator:**

CMI Orlando, FL

Tele. 407-293-4168.

Ganesh Jiawon, CGC

**Section IV. Permitting**

The following preliminary listing of required permits will be validated during the Programming Phase Task D and submitted for approval by the Architect at the conclusion of Construction Documents Task G. All permitting fees are the responsibility of the City of Palm Bay and are not included in the Architects fee.

- Army Corp of Engineer Determination
- City of Palm Bay Right of Way Use Permits
- City of Palm Bay Site Plan and Site Work Permit
- Florida Department of Environmental Protection (water, sewer, fuel, etc.)
- Melbourne-Tillman Water Control District
- St Johns River water Management District Environmental Resource Permit

**Section V. Owner's Responsibilities**

Upon request, the City shall provide the Architect where available CAD format and hard copy drawings of existing buildings, site, and surveys; operations and maintenance information of existing mechanical electrical, elevator equipment, data, access control and video management systems, etc. for use in designing and developing specifications for the project.

**Section VI. Deliverables**

Deliverables are indicated in the description of Tasks B - H



## **Section VII. Schedule**

The project will begin with five days of the City's 'Notice to Proceed. The following proposed schedule requires availability and access to the City's end-users, stakeholders, and decision makers in a timely manner. The City will approve the Architect's submissions within the time-frame indicated and the schedule will be adjusted if required due to the necessary approval time frame. The Architect will proceed to the subsequent task

### **Weeks 1 - 6**

Task B: Geotechnical and Subsurface Investigation Report

Task C: Site Survey

Task D: Programming 4 weeks

Task D Review and Approval 2 Weeks

### **Weeks 7 – 14**

Task E-1: Preliminary Schematic Design

Task E-2: Final Schematic Design

Task E Review and Approval 2 weeks

### **Weeks 15 – 23**

Task F: Design Development

Task F Review and Approval 2 weeks

### **Weeks 24 - 36**

Task G: Construction Documents

Task G review and Approval 2 weeks

### **Weeks 37 - 45**

Task H: Permitting

## **Section VIII. Method of Compensation**

The method of compensation for Task Order 1 shall be a flat fee per the sub tasks A – H. See Attachment B, Exhibit II for detailed breakdown of hours. Billing shall be on a monthly basis based on the percentage of completion of each task.

|   |                         |
|---|-------------------------|
| <b>Task A: Project Management</b>             | <b>\$24,284</b>         |
| <b>Task B: Geotechnical Subsurface Report</b> | <b>\$15,280</b>         |
| <b>Task C: Survey</b>                         | <b>\$ 7,985</b>         |
| <b>Task D: Programming</b>                    | <b>\$37,950</b>         |
| <b>Task E-1: Preliminary Schematic Design</b> | <b>\$36,615</b>         |
| <b>Task E-2: Final Schematic Design</b>       | <b>\$54,674</b>         |
| <b>Task F: Design Development:</b>            | <b>\$143,974</b>        |
| <b>Task G: Construction Document</b>          | <b>\$199,168</b>        |
| <b>Task H: Permitting</b>                     | <b><u>\$23,820</u></b>  |
| <b>Total Task Order 1</b>                     | <b><u>\$543,750</u></b> |



**Section IX. Estimated Construction Value and Preliminary Project Budget**

|                                     |                     |
|-------------------------------------|---------------------|
| Building Construction               | \$7,200,000         |
| Site Development                    | <u>\$ 800,000</u>   |
| Total Construction                  | \$8,000,000         |
| Contingency                         | \$ 488,000          |
| Permitting                          | \$ 50,000           |
| Owner 3 <sup>rd</sup> Party Testing | \$ 60,000           |
| Owner Power Aid to Construction     | \$ 20,000           |
| Furniture Fixtures and Equipment    | \$ 300,000          |
| Design Fee Task Order 1             | \$ 543,750          |
| Design Fee Task Order 2 Estimated   | <u>\$ 181,250</u>   |
| <b>Total Estimated Project</b>      | <b>\$ 9,643,000</b> |

**Section X. Acceptance**

If the above scope and fees meet your approval, please indicate by your signature in the space provided below and return one (1) signed copy which will constitute an Agreement and Notice to Proceed for the accomplishment of this work.

**SILLING ASSOCIATES, INC.**

**CITY OF PALM BAY**

\_\_\_\_\_  
Tom Potts, President Silling Associates, Inc.

\_\_\_\_\_  
Juliet Misconi, CPPO, CPPB  
Chief Procurement Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Council approval date, if applicable



**CITY OF PALM BAY, FL**  
**ATTACHMENT B, EXHIBIT II- CONSULTANT’S COST PROPOSAL AND HOURLY RATE**  
**SCHEDULE FOR ATTACHMENT B, EXHIBIT 1 – TASK ORDER #01-2021**

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**CITY OF PALM BAY, FL**  
**ATTACHMENT B, EXHIBIT II- CONSULTANT'S COST PROPOSAL AND HOURLY RATE**  
**SCHEDULE FOR ATTACHMENT B, EXHIBIT 1 – TASK ORDER #01-2021**

| DESCRIPTION OF WORK   | QTY. | RATE        | UNIT     | AMOUNT              |
|---|------|-------------|----------|---------------------|
| <b>I. FIELD EXPLORATION</b>                                     |      |             |          |                     |
| A. ATV / Mud Bug Mobilization                                   | 1    | \$ 600.00   | each     | \$ 600.00           |
| B. Standard Penetration Test (SPT) Borings (5 to 40 3 to 20 ft) |      |             |          |                     |
| 0 - 50 foot depth   | 260  | \$ 13.50    | per l.f. | \$ 3,510.00         |
| 50 - 100 foot depth   | 0    | \$ 15.00    | per l.f. | \$ -                |
| C. Grout Seal Boreholes:  |      |             |          |                     |
| 0 - 50 foot depth   | 200  | \$ 6.00     | per l.f. | \$ 1,200.00         |
| 50 - 100 foot depth   | 0    | \$ 7.50     | per l.f. | \$ -                |
| D. Casing Allowance:  |      |             |          |                     |
| 0 - 50 foot depth   | 0    | \$ 8.00     | per l.f. | \$ -                |
| 50 - 100 foot depth   | 0    | \$ 10.00    | per l.f. | \$ -                |
| E. Drill Rig and Crew   |      |             |          | \$ -                |
| -Land   | 2    | \$ 175.00   | hour     | \$ 350.00           |
| F. GPR for utilities  | 1    | \$ 1,200.00 | day      | \$ 1,200.00         |
| F. Site Reconnaissance/Coordinate Utility Clearance             |      |             |          | \$ -                |
| Senior Engineering Technician                                   | 12   | \$75.00     | hour     | \$ 900.00           |
| Project Engineer  | 4    | \$150.00    | hour     | \$ 600.00           |
| Subtotal  |      |             |          | \$ 8,360.00         |
| <b>II. LABORATORY TESTING</b>                                   |      |             |          |                     |
| A. Grain Size-Sieve Analysis (Wash No.200 Sieve)                | 8    | \$ 45.00    | per test | \$ 360.00           |
| B. Grain Size-Sieve Analysis (Full)                             | 0    | \$ 60.00    | per test | \$ -                |
| C. Natural Moisture   | 8    | \$ 15.00    | per test | \$ 120.00           |
| D. Atterberg Limits   | 2    | \$ 80.00    | per test | \$ 160.00           |
| E. Organic Loss   | 2    | \$ 45.00    | per test | \$ 90.00            |
| E. Permeability   | 3    | \$ 150.00   | per test | \$ 450.00           |
| Subtotal  |      |             |          | \$ 1,180.00         |
| <b>III. ENGINEERING AND TECHNICAL SERVICES</b>                  |      |             |          |                     |
| A. Principal Engineer   | 4    | \$ 195.00   | per hour | \$ 780.00           |
| B. Senior Engineer  | 8    | \$ 175.00   | per hour | \$ 1,400.00         |
| C. Project Engineer   | 16   | \$ 150.00   | per hour | \$ 2,400.00         |
| D. Staff Engineer   | 8    | \$ 110.00   | per hour | \$ 880.00           |
| E. CADD Technician  | 2    | \$ 75.00    | per hour | \$ 150.00           |
| F. Administrative Assistant                                     | 2    | \$ 65.00    | per hour | \$ 130.00           |
| Subtotal  |      |             |          | \$ 5,740.00         |
| <b>TOTAL FOR PROJECT</b>  |      |             |          | <b>\$ 15,280.00</b> |