

file Courthouse

F.H.I.

9-18-2009

Faith

strollo

19 September 2009

Ms. Faith Alkhatib, P.E., Flagler County Engineer
Flagler County Board of County Commissioners
1769 East Moody Boulevard, Building 2
Suite 3-1
Bunnell, Florida 32110

Re: Flagler County Old Courthouse Annex
Renovations and Historic Courthouse Preservation Services

Ms. Alkhatib:

The following is Strollo Architects and our subconsultants KLG Engineering, and 4M Design Group (Historic Preservation Consultant) proposed fees associated with the design of renovations to the Old Courthouse Annex and Preservation of the Historic Courthouse.

The scope of Construction Documents will address the following:

Design Concept:

The first, second and third floors are to be renovated to accommodate the use of a business occupancy. The four quadrants of each floor will be renovated to the original "open" plan with minimal partitioning.

Basic upgrades to "Annex" 1st, 2nd, 3rd floors and interface with Historic Courthouse".

- Add fire sprinkler system to Annex
- Upgrade fire alarm system, replace main fire alarm panel for both Annex and Historic Courthouse
- Repair exterior windows which have temporary A/C units in Annex
- Confirm fire rated separation between Historic Courthouse and Annex

Renovate 1st, 2nd and 3rd Floors of Annex:

- Replace A/C ductwork, VAV units and controls. Provide a ducted return system. Test and balance new system
- Upgrade lighting
- Upgrade electrical power and systems
- Upgrade restrooms to "ADA", replace faucets, flush valves with automatic type, replace partitions
- Replace suspended acoustical ceilings
- Repair, patch and paint all walls, hard ceilings, door frames and doors
- Provide new floor coverings and base using carpet and / or vinyl composition tile and vinyl base

All demolition work associated with the removal of existing metal / wood wall partitions, floor coverings, acoustical ceilings, toilet partitions and built-in cabinets, counters or casework is to be done by the County prior to work of the Contractor.

architects

planners

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Project Phasing;

The Construction Documents will be prepared to show the renovation of the first floor as part of the base bid price, and renovations to the second and third floors as add alternates 1 and 2 for separate pricing. This will allow the County to phase in the second and third floors should funds and tenants be available.

Historic Preservation Consultant:

As requested, we are submitting the services of a Preservation Consultant to provide the following:

Preparation and Management of Local Historic Designation Ordinance for Flagler County, and Application and Nomination Preparation for State of Florida and the National Register of Historic Places, for the Historic Flagler County Courthouse, Bunnell, (Flagler County) Florida.

Refer to the attached proposal from 4M Design Group for a full description of the Scope of Services and Associated Services.

The scope of the basic professional services include the following:

- Site visit to familiarize the Mechanical, Plumbing and Electrical engineers with existing conditions
- Review of existing drawings and equipment / building information made available by the County
- Preparation of Construction Documents (drawings, specifications, and demolition drawings).
- Preparation of an A/E Construction Cost Estimate
- Assist the County in the Bidding procedures for the renovation work
- Attend Pre-Construction Meeting, six construction site visits, verification of final construction, review Contractors submittals, shop drawings, and Applications for Payment, review of O & M Manuals and Test and Balance Report, and review of Contractor mark-ups for "As-Built" records

The basic professional services fees are broken down into the following:

Courthouse Annex:

Construction Documents Phase	
Strollo Architects	\$26,970.00
KLG Engineering	\$28,815.00
Subtotal	\$55,785.00
Bidding Phase	
Strollo Architects	\$1,720.00
KLG Engineering	\$1,415.00
Subtotal	\$3,135.00
Construction Administration	
Strollo Architects	\$7,200.00
KLG Engineering	\$8,190.00
Subtotal	\$15,390.00

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TOTAL FEE..... \$74,310.00
REIMBURSABLE FOR PRINTING \$800.00

Historic Courthouse Preservation Services:

4M Design Group \$17,000.00

(See attached proposal for further breakdown of the fee)

Construction Observation site visits beyond those listed under the basic services shall be at \$450.00 per visit per discipline (as requested and approved by the County).

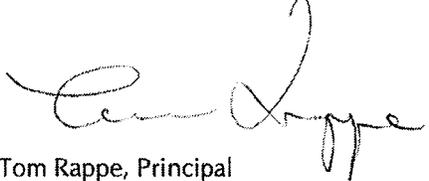
Attached is the man-hour / hourly rate matrix for each phase as requested. As well as the proposal from the 3M Design Group for Preservation Services.

The proposed time schedule for the Courthouse Annex Renovation is as follows:

Construction Documents.....	5 weeks
Bidding	4 weeks
Contract Award	2 weeks
Construction.....	14 weeks (Base Bid Work)

Sincerely,

STROLLO ARCHITECTS INCORPORATED

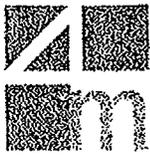


Tom Rappe, Principal

TR/jw

Enclosure: 4M Design Group Proposal (Historic Preservation)
Fee Matrix

Cc: Mr. Richard Gordon, Flagler
J. Pat Strollo, Strollo
Jennifer Woodall, Strollo
File



professional services proposal

August 4, 2009

Preparation and Management of Local Historic Designation Ordinance for Flagler County,
and Application and Nomination Preparation for State of Florida
and for The National Register of Historic Places,
for the Historic Flagler County Courthouse,
Bunnell, (Flagler County) Florida

scope of services

Project Description

Research and recommendation of multiple court tested Civic Historic Preservation Ordinances as well as assimilation of all necessary documentation for the preparation and presentation to the State of Florida and application to and representation before the National Register Nomination Committee, at the State of Florida Division of Historic resources.

Description of Services

The project will involve the master scheduling of a National Register nomination appeal before the State of Florida National Register Nomination Committee and all the necessary research and project materials assimilation required to produce a successful Nomination.

Phase 1 | Local Designation Process Ordinance Development & Enactment

- 4M Design Group will research options in order to provide the County Attorney with an appropriate template for a Local Historic Preservation Ordinance.
- 4M Design Group will provide a minimum of three (3) trips to meet with the County Project Manager and County Attorney to prepare the local ordinance for public adoption process.
- As an Additional Service, upon request, 4M Design Group will assist the County with development of historic standards and guidelines to enable the County Staff to appropriately determine the inventory of the historic stock of buildings and eligible structures currently existing in Flagler County, as well as tax incentives and other benefits for preservation best practices.
- **Fee associated with this phase \$3,500.00; base fee; Add Service TBD.**

Phase 2 | State of Florida Master Site File Application

- 4M Design Group will submit a Master Site File Application and all supporting Documentation to the State of Florida Division of Historic Resources for inclusion in the State Archival Record.
- 4M Design Group will provide a minimum of three appearances before the State DHR to establish the Record and initiate the National Record nomination Process.

[Phase 2 Continued] State of Florida Master Site File Application

- 4M Design Group will prepare, an RFP for an Archeology Study and Report which will be a necessary companion document to the National Register Nomination process. 4M Design Group will not perform the Archeology Report but will evaluate the content of the report for inclusion in the NR Nomination. 4M Design Group will assist the County in evaluating and recommending a qualified Archeologist from the respondents and prepare a scope of services as a part of this scope item .
- **Fee associated with this phase \$3,000.00; base fee.**

Phase 3 | National Register Nomination

- The National Register Nomination is an on-going process that begins at the State level. The process requires approval and recommendation from the State Historic Preservation Officer (SHPO) and a National Register Nomination Review Committee prior to being sent to the Keeper of the National Register at the United States Park Service for listing on the National Register. The success of the nomination at the State level does not guarantee that a project will be accepted to the National Register of Historic Places; however, most projects that achieve state recommendation are admitted.
- 4M Design Group will prepare the nomination including all the exhibits for review by the County Staff and advise the County staff of the nomination schedule in advance of the review and final hearings for the nomination.
- 4M design Group will be responsible for all required correspondence / meetings with local and State officials to verify compliance and approval of the nomination.
- 4M in collaboration with Strollo Architects will provide detailed site plans, including surveys which indicate existing and non-period additions and modifications, floor plans, framing plans, roof plan, exterior elevations, wall and building sections, and all necessary significant historic details will be provided by SAI/4M Design Group team for inclusion in the nomination. All additional construction documentation including the written history and the basis of the nomination as it relates to the personage, events and/or character of the building and the Architect that will be provided in support of the nomination.
- Coordination of and production of all nomination documents with Project Architect and other consultants (as required) including schedule management.
- Meetings / correspondence with the owners and Project Architect for final review and approval of all submittal documents.
- Multiple site visits / field observations to verify that the application is consistent with the standards necessary for a successful nomination hearing.
- **Fee associated with this phase \$10,500.00; base fee**

Consultant Services

Structural Engineering services (including structural recommendations), nor any MPE (Mechanical, Plumbing, & Electrical) Engineering services are NOT included in the basic scope of services

Civil (Site) Engineering, Cost Estimating, Surveying, Soil Borings, Geotechnical (soils) Analysis, Energy Calculations, Landscape Architecture, Environmental Reports, and recommended Archeological Companion reports and Historic Preservation Guidelines and implementation practices are specifically excluded from this scope of work. Any of these services, may be contracted outside of this proposal.

fee summary

Phase 1 Local Historic Ordinance Development & Enactment	\$ 3,500.00
Phase 2 State of Florida Master Site File Application	\$ 3,000.00
Phase 3 National Register Nomination	\$ 10,500.00
Total Proposed Fee	\$17,000.00

additional services

1 | Additional Services^{††} (Estimated Values)

- Historic Preservation Standards and Guidelines \$ 10-35,000.00
- Archeology Study & Report (required, NOT included in base fee) \$ 10-15,000.00

Total Additional Consultant costs	\$20-50,000.00
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Refer to attached General Conditions for additional contract proposal terms. To accept this proposal for Professional Architectural Services, please sign and date the attached General Conditions, complete the attached contact form, and return both to our office at:

**4M Design Group, P.A.
322 Beard Street
Tallahassee, FL 32303**

FLAGLER COUNTY COURTHOUSE ANNEX
RENOVATIONS

ARCHITECTURAL	ARCHITECTURAL:	PRINCIPAL		PROJECT ARCHITECT		PROJECT MANAGER		JOB CAPTAIN / DESIGNER		DRAFTSPERSON I		DRAFTSPERSON II		CONTRACTS ADMINISTRATOR		ADMINISTRATIVE SUPPORT		TOTAL HOURS	TOTAL COST
	RATES:	\$165.00		\$115.00		\$115.00		\$85.00		\$65.00		\$60.00		\$70.00		\$55.00			
	PHASE:	hours	cost	hours	cost	hours	cost	hours	cost	hours	cost	hours	cost	hours	cost	hours	cost		
CONSTRUCTION DOCUMENT PHASE																			
•	Review of existing drawings and equipment/building information made available by the County	2	\$330.00	8	\$920.00	14	\$1,610.00	18	\$1,530.00	15	\$975.00	20	\$1,200.00					77	\$6,565.00
•	Preparation of drawings of demolition plans, floor plans, ceiling, plans, enlarged plans, and elevations	6	\$990.00	4	\$460.00	4	\$460.00	34	\$2,890.00	25	\$1,625.00	40	\$2,400.00					113	\$8,825.00
•	Preparation of schedules and details	1	\$165.00	5	\$575.00	2	\$230.00	20	\$1,700.00	25	\$1,625.00	30	\$1,800.00					83	\$6,095.00
•	Preparation of specification					17	\$1,955.00									24	\$1,320.00	41	\$3,275.00
•	Preparation of Construction Cost Estimate	1	\$165.00	1	\$115.00	8	\$920.00							5	\$350.00	12	\$660.00	27	\$2,210.00
	SUBTOTAL	10	\$1,650.00	18	\$2,070.00	45	\$5,175.00	72	\$6,120.00	65	\$4,225.00	90	\$5,400.00	5	\$350.00	36	\$1,980.00	341	\$26,970.00
BIDDING PHASE																			
•	Assist County in Bidding Procedure					2	\$230.00									1	\$55.00	3	\$285.00
•	Attend Pre-Bid Meeting					1	\$115.00	1	\$85.00									2	\$200.00
•	Respond to bidder questions during bid period, issue addenda			2	\$230.00	2	\$230.00	3	\$255.00			4	\$240.00			2	\$110.00	13	\$1,065.00
•	Bid review / recommendations					1	\$115.00									1	\$55.00	2	\$170.00
	SUBTOTAL			2	\$230.00	6	\$690.00	4	\$340.00			4	\$240.00			4	\$220.00	20	\$1,720.00
CONSTRUCTION PHASE SERVICES																			
•	Attend Pre-Construction Meeting					2	\$230.00											2	\$230.00
•	Review shop drawings, submittals, etc.			2	\$230.00	16	\$1,840.00					7	\$420.00			2	\$110.00	27	\$2,600.00
•	Review Contractor's Applications for Payment			2	\$230.00	3	\$345.00							7	\$490.00			12	\$1,065.00
•	Site visits during construction (6)			2	\$230.00	12	\$1,380.00									3	\$165.00	17	\$1,775.00
•	Final Inspection (1)			1	\$115.00	1	\$115.00									1	\$55.00	3	\$285.00
•	Review Contractor's Close Out Documents including O & M Manuals, Test and Balance Report, Warranties, and Contractor's "As-Built" documents.					1	\$115.00	7	\$595.00			8	\$480.00			1	\$55.00	17	\$1,245.00
	SUBTOTAL			7	\$805.00	35	\$4,025.00	7	\$595.00			15	\$900.00	7	\$490.00	7	\$385.00	78	\$7,200.00

TOTAL FOR ARCHITECTURAL	10	\$1,650.00	27	\$3,105.00	86	\$9,890.00	183	\$7,055.00	65	\$4,225.00	109	\$6,540.00	12	\$840.00	47	\$2,585.00	439	\$35,890.00
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REIMBURSABLES - REPROGRAPHICS																		\$800.00
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MECHANICAL / ELECTRICAL	MECHANICAL / ELECTRICAL	PRINCIPAL		ENGINEER		SR. DESIGNER		DESIGNER		SPEC WRITER		ADMINISTRATIVE SUPPORT		TOTAL HOURS	TOTAL COST
	RATES:	\$150.00		\$115.00		\$115.00		\$95.00		\$115.00		\$50.00			
	PHASE AND TASKS:	hours	cost	hours	cost	hours	cost	hours	cost	hours	cost	hours	cost		
TASK 1 - CONSTRUCTION DOCUMENT															
•	Site visit to review existing conditions			12	\$1,380.00	6	\$690.00							18	\$2,070.00
•	Review of existing drawings and equipment/building information made available by the County			4	\$460.00	4	\$460.00							8	\$920.00
•	MEP/FP Design for 1st Floor	3	\$450.00	63	\$7,245.00	37	\$4,255.00	29	\$2,755.00			4	\$200.00	136	\$14,905.00
•	Building System Infrastructure (includes 1st, 2nd & 3rd Floor) for energy management system, sprinkler system, fire alarm systems *	2	\$300.00	36	\$4,140.00	31	\$3,565.00	17	\$1,615.00			2	\$100.00	88	\$9,720.00
•	Preparation of specification									4	\$460.00	1	\$50.00	5	\$510.00
•	Preparation of Construction Cost Estimate			6	\$690.00									6	\$690.00
	SUBTOTAL	5	\$750.00	121	\$13,915.00	78	\$8,970.00	46	\$4,370.00	4	\$460.00	7	\$350.00	261	\$28,815.00
TASK 2 - BIDDING PHASE															
•	Assist County in Bidding Procedure					6	\$690.00							6	\$690.00
•	Attend Pre-Bid Meeting														
•	Respond to bidder questions during bid period, issue addenda					4	\$460.00					2	\$100.00	6	\$560.00
•	Bid review / recommendations					1	\$115.00					1	\$50.00	2	\$165.00
	SUBTOTAL			6	\$690.00	5	\$575.00					3	\$150.00	14	\$1,415.00
TASK 3 - CONSTRUCTION PERIOD SERVICES															
•	Attend Pre-Construction Meeting			6	\$690.00									6	\$690.00
•	Review shop drawings, submittals, etc.					8	\$920.00					2	\$100.00	10	\$1,020.00
•	Review Contractor's Applications for Payment														
•	Site visits during construction (4)			40	\$4,600.00							4	\$200.00	44	\$4,800.00
•	Final Inspection (1)			8	\$920.00							2	\$100.00	10	\$1,020.00
•	Review Contractor's Close Out Documents including O & M Manuals, Test and Balance Report, Warranties, and Contractor's "As-Built" documents.					2	\$230.00	4	\$380.00			1	\$50.00	7	\$660.00
	SUBTOTAL			54	\$6,210.00	10	\$1,150.00	4	\$380.00			9	\$450.00	77	\$8,190.00

TOTAL FOR MECHANICAL / ELECTRICAL	5	\$750.00	181	\$20,815.00	93	\$10,685.00	50	\$4,750.00	4	\$460.00	19	\$950.00			352	\$38,420.00
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GRAND TOTAL	15	\$2,400.00	208	\$28,920.00	179	\$20,585.00	133	\$11,805.00	69	\$4,685.00	128	\$7,490.00	12	\$840.00	47	\$2,585.00	791	\$75,110.00
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