



Revised March 11, 2001  
March 3, 2011

Mr. Brynt Johnson  
Interim Director of Public Works  
City of Riviera Beach  
2391 Avenue L  
Riviera Beach, FL 33404

RE: Public Works Facility  
Professional Services Fee Proposal  
S + A Project No.: 11006

Dear Brynt:

Song + Associates, Inc. is pleased to submit our revised Architectural and Engineering services proposal for your new Utilities Public Works facility to be constructed at the current Public Works site at 2391 Avenue L in Riviera Beach.

#### I. PROJECT UNDERSTANDING

- A. The present Public Works facility is currently housed at this site of approximately six acres. The current functions in operation at this time include the administrative programs of the Purchasing Department and the Public Works Department. Other departments utilizing vehicle maintenance bays, workshops and storage room zones include Property Maintenance, Parts Shop, Streets and Canals and Fleet Maintenance.

Site uses include visitor and administration staff parking spaces, parking areas for vehicle maintenance storage, pick-up truck parking and areas for parking to trolleys, commuter buses and large utility-type service and construction vehicles. The site serves as the City fueling station with service pumps and associated drive aisles leading to and away from this station. Multiple zones along the length of the building at the rear are dedicated to outdoor work and materials storage laydown areas. The southwest corner of the site is unimproved and is used for the general storage use. The current building placement allows full perimeter drive-around and access to the various people and vehicle entry points. The site is well secured by perimeter fencing and singular access control gates. The eastern portion of the site is used mostly for vehicle parking and has multiple drive aisles, creating an area not well organized nor utilized for the designated functions.

The facility provides space for the offices, workshops and maintenance bays and encompasses approximately 18,000 sf. It consists of various buildings and structures dating back forty years, and the buildings are physically and programmatically insufficient, are old and in poor condition. The building infrastructure systems are duly inefficient and have high maintenance and operational expenses.

- B. This project seeks to provide functional improvements to the site organization and to increase the efficiencies of site access, subdivision of land uses and to provide for proper office, storage and maintenance layouts for the new Public Works Department.

#### **Song + Associates, Inc.**

Architecture • Planning • Interior Design  
AA0003165 / IB0001095

400 Australian Avenue South, Sixth Floor  
West Palm Beach, Florida 33401  
telephone: 561.655.2423 fax: 561.655.1482

American Institute of Architects / NCARB



In this effort, the highest priority to be understood is the requirement to keep the site totally operational during construction. Site master planning and phased construction will be implemented to allow the current traffic patterns and building functions to continue uninterrupted. Portions of the site will be improved and vertical construction of the new facility would follow. Once the Public Works programs move into the new facility, demolition of the current building and final phases of site development will be undertaken.

The goal of the project is to provide new and highly functional spaces for work, maintenance and storage. The size of the site and the internal organization will allow a new facility to be constructed and the site to be improved while the facility remains in operation. The project will also strive to promote the City's Public Works stance in the City government by providing a visible example of green construction and sustainable practices through the use of proper building materials, daylighting, high efficient HVAC and electrical building systems and storm water collection and distribution. The potential for renewable energy through the implementation of solar collection techniques may be feasible and could be made available through State and federal grants. The new Public Works department will become a new illustration of the City's commitment to energy savings and reduced utility costs.

- C. The site improvement and building development project will be subject to review and approval by the city's Community Development Department, Planning and Zoning. The CF Community Facility District regulations stipulate the site plan approval be carried through staff approval, Planning and Zoning Board public hearing and approval and then on to Council approval. Song + Associates will be assigned as agent for Riviera Beach in this effort. Application fees will be requested of the City for application.

## II. SCOPE OF SERVICES

- A. Song + Associates will provide Architectural, Structural engineering, Civil and Landscape Architecture, Interior Design, Mechanical, Plumbing, Fire Sprinkler Protection, Electrical and Fire Alarm engineering services.
- B. We will provide the standard full scope of service phases consisting of Schematic Design, Design Development, Construction Documents, Bidding and Negotiation assistance and Construction Administration services. We will provide services to validate the current Space Analysis program. As this is an existing facility, we will also provide visual assessments of site conditions within our scope.

### C. PROGRAMMING VALIDATION

The City will provide and Song + Associates will review and validate the study done in 2008 by Jordon Jones and Goulding as well as the program analysis performed by Song + Associates in 2001. We will meet with department heads to review current and potential future needs for the goal of producing the appropriate space planning and site organization study prior to the initiation of schematic design. Full understanding of the site and facility operations will give the team the guidance to provide the best means for phased construction and move in.

### D. SCHEMATIC DESIGN PHASE



This scope of work will include the Schematic Design solutions for the various program areas.

1. The multiple phases of site development will be studied for the highest and best uses to arrange the building program and site traffic patterns, parking and lay down areas.
2. The programming of the Administrative office spaces will be clarified and design options provided for approval.
3. The multiple bays for vehicle maintenance and workshop spaces will be arranged for maximum utilization for access, service and departure.
4. Appropriate material selections, interior design ideas and proposed room, wall and ceiling layouts will be presented for review and approval.
5. Rendered building plans and elevations will be produced as well as 3D perspective views to indicate the design concepts, proposed materials and design style.
6. Meet with City Planning & Zoning at time of design to introduce them to the project and to verify conceptual site layout, zoning regulations, accessibility and for submittal requirements.
7. Meet with City Building Department and Fire Plan Review to introduce them to the project and to verify building code and fire code implications for site and building development.

**E. DESIGN DEVELOPMENT / CONSTRUCTION DOCUMENTS**

1. Upon the Owner's approval of Schematic Design solutions, prepare Design Development and Construction drawings and technical specifications describing in detail the construction work to be done.
2. Coordinate and interface with other consulting disciplines of Mechanical, Electrical and Plumbing, Structural and Civil engineering and of Landscape Architecture.
3. Provide the owner with periodic progress meetings and production packages. Provide the final coordinated set for final Owner review. Provide the conformed package upon Building Department and Bidding comments.
4. Meet with City Building Department and Fire Plan Review prior to completion of documents to review Code Compliance, accessibility and for submittal requirements.
5. Provide a Statement of Probable Construction Cost.

**F. BIDDING AND NEGOTIATION ASSISTANCE**

1. Responses to Contractor bidder questions
2. Issuance of revised documents for any required Addenda items



3. Conformance set of drawings and specifications for Owner and Agency comments.
4. Review and evaluation of Bidder submittals and qualifications.

G. CONSTRUCTION ADMINISTRATION

1. Provide responses to Contractor RFI's
2. Review of submitted shop drawings
3. Issue revised documents based upon coordination and field conditions
4. Conduct periodic site observation visits to evaluate construction relative to the intent of the documents, periodic OCA meetings on site, issuance of Certificate of Substantial Completion, punch list deficiency items, Final Completion and Record Drawings.
5. Certification of Contractor Applications for Payment

III. FEES

Song + Associates will provide these basic services described above for a fixed fee amount of Three Hundred Eighty Three Thousand Seven Hundred Dollars ( \$383,700.00 ). This fee amount is further described as follows:

|    |   |                     |
|----|---|---------------------|
| A. | Architectural / Structural / MEP<br><br>( Includes Program Verification, Visual Site Assessment, Interior Design and Way Finding Signage Design Services, CADD Input of Existing Building Plans ) | \$ 298,000.00       |
| B. | Civil Engineering and Landscape Architecture<br><br>( Includes Underground Utility Investigations )   | \$ 75,700.00        |
| C. | Site Plan Approval  | <u>\$ 10,000.00</u> |
|    | Subtotal  | \$ 383,700.00       |

Additional services are offered by this design team for selection by the Owner to include within the basic services scope of work. These are listed as follows:

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|    |   |                  |
|----|---|------------------|
| 1. | Boundary / Topographic Survey                       | \$ 2,000.00      |
| 2. | Geotechnical Report                                 | \$ 3,500.00      |
| 3. | LEED Certification and / or Renewable Energy Design | TBD Upon Request |



IV. OWNER RESPONSIBILITIES

The Client will provide to the Architect pertinent information documents and drawings in Microsoft Word and AutoCAD electronic form ( where available ) of the site building drawings. If not authorized by the Owner for Song + Associates to provide, the Owner will provide the necessary boundary and topographic surveys and the Geotechnical and underground utility investigative services and reports in electronic format.

V. REIMBURSABLE EXPENSES

The Architect shall be paid for all normal reimbursable expenses such as, but not limited to, printing, reproductions, postage, mileage, long distance telephone, fax special delivery, detailed Probable Cost estimates, and supplemental 3D renderings as an addition to the basic compensation at a rate of 1.2 time actual expense.

Acceptance of this proposal may be indicated by the signature of the duly authorized official of the client in the space provided below. Returning an executed copy of this proposal to our office will serve as an agreement between the two parties and as a notice to prepare to begin work upon final Council approval. Song + Associates will await a Consultant Services agreement as prepared by the City of Riviera Beach.

We appreciate this opportunity and look forward to our continued association.

Sincerely,

Peter Gilstad, AIA, LEED AP  
Director, Civic and Commercial Studio

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cc: Young Song, S+A  
Jo Ann Brent, S+A

Accepted BY: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_