

**RESOLUTION 2024-52**

**A RESOLUTION BY THE CITY OF FLAGLER BEACH, FLORIDA,  
APPROVING A TASK ORDER WITH BENTLEY GROUP, INC., TO  
PERFORM CONDITION ASSESSMENTS OF FIVE (5) CITY OWNED  
BUILDINGS, PROVIDING FOR CONFLICT AND EFFECTIVE DATE.**

WHEREAS, performing assessments of the City Assets are necessary to create a maintenance and possible capital improvement plan for future budgets; and,

WHEREAS the City Commission, as part of Resolution 2024-29, established as a goal the completion of an assessment of key City facilities; and,

WHEREAS, City staff solicited proposals from the City's pre-approved list of Engineers, Architects and Surveyors, to perform visual and structural assessments, as well as compliance with the Americans with Disabilities Act to catalog any deficiencies. After a thorough review of the submissions, Staff recommended engaging The Bentley Group, Inc. to perform the tasks.

NOW THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FLAGLER BEACH:

SECTION 1. The attached Proposal is hereby incorporated to the resolution as Exhibit A.

SECTION 2. The Scope estimates the cost of the assessments to be in the amount of \$39,413.21.

SECTION 3. All resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed.

SECTION 4. This Resolution shall become effective immediately as provided by law.

PASSED AND ADOPTED THIS 12<sup>th</sup> DAY OF SEPTEMBER, 2024.

CITY OF FLAGLER BEACH, FLORIDA  
CITY COMMISSION

ATTEST:

\_\_\_\_\_  
Patti King, Mayor

\_\_\_\_\_  
Penny Overstreet, City Clerk

Exhibit A: Proposal, Bentley Services (August 13, 2024)

August 13, 2024

Lee Richards, Ph.D.  
Project Coordinator for Engineering Services  
City of Flagler Beach  
800 S. Daytona Ave.  
Flagler Beach, FL 32136

SENT VIA: Email

Re: Comprehensive Building Surveys  
Bentley Project No.: 2022.002.A

Dear Dr. Richards,

We appreciate the opportunity to submit this proposal for professional services for the above referenced project. The scope of work for this project will include an assessment of five buildings: the existing City Hall, Police Station, Fire Department, Public Works, and Maintenance Shops for compliance with the latest codes, including Florida Building Code, ADA, and life safety. The assessment will also include a high-level review of functionality for their intended use, physical and structural conditions, and flood resistance. The final deliverable will be a report that documents our observations of the existing facilities.

The scope of services under this agreement will include the following:

**A. Basic Services**

1. Assessment of five buildings:
  - a. Review available documentation previous maintenance and repairs provided by the City. For those buildings without existing drawings, a floor plan sketch will be created during our site visit for use in documenting observations.
  - b. Site visits will include visual condition assessment of existing building roof, exterior, and interior features, and review of accessibility compliance. It is expected that the site visits will be conducted over a 2-day period. Take photos where necessary for use in the written report.
  - c. Structural assessment and identification of any areas of possible concern.
  - d. Catalog deficiencies and record on building plans and photographs as appropriate for reference.
  - e. Two Teams meetings are included to discuss progress and/or findings.
  - f. Written Assessment Report to include narrative and graphics and photos as required.

**B. Deliverables**

1. Electronic copy of assessment report.

**C. Fees – See attached fee sheet:**

**D. Exclusions**

1. Civil Engineer review of site-related features.
2. Environmental Assessments.

3. MEP Engineer review of mechanical/electrical/plumbing/fire protection systems.
4. Material testing services.
5. Construction Cost Estimating.

Additional services shall be provided upon written request by the Client and will be billed at the following rates:

Chief Engineer	\$246.11/hr.	Engineer Civil	\$130.00/hr.
Senior Architect	\$211.93/hr.	Project Civil Engineer	\$144.00/hr.
Chief Architectural Designer	\$138.10/hr.	Structural Engineer	\$156.19/hr.
Structural Eng. Designer	\$ 85.00/hr.	Architectural Designer	\$77.94/hr.
Civil Engineer Designer	\$ 82.00/hr.	Clerical	\$70.00/hr.

E. Completion Date: 8-10 weeks upon receipt of Notice to Proceed, depending on the scope options selected.

If this proposal meets with your approval, please sign and return a scanned copy of this proposal letter. We will await a specific task authorization to begin work. If you have any questions, please do not hesitate to contact our office.

Sincerely,  
**Bentley Group, Inc.**

**City of Flagler Beach**



Gary Kranston, RA  
Vice President of Architecture

ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT

Name of Project: Comprehensive Building Surveys  
County: City of Flagler Beach  
FPN: 999999-1-32-01  
FAP No.: N/A

Consultant Name: Bentley Group, Inc.  
Consultant No.: 2022.002.A  
Date: 8/13/2024  
Estimator: Gary Kranston

Staff Classification	Total Staff Hours From "SH Summary - Firm"	Chief Engineer	Senior Architect	Structural Eng Designer	Civil Engineer Designer	Engineer Civil	Project Civil Engineer	Structural Engineer	Architectural Designer	Clerical	Chief Designer - Architectural	Project Architect	Senior Engineer 1	Engineer 1	SH By	Salary Cost By	Average Rate Per
															Activity	Activity	Task
		\$246.11	\$211.93	\$85.00	\$82.00	\$130.00	\$144.00	\$156.19	\$77.94	\$70.00	\$138.10	\$166.81	\$237.53	\$153.00			
31. Architecture Development	278	0	14	0	0	0	0	139	42	0	83	0	0	0	278	\$39,413	\$141.77
32. Noise Barriers Impact Design Assessment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
33. Intelligent Transportation Systems Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
34. Intelligent Transportation Systems Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
35. Geotechnical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
Total Staff Hours	278	0	14	0	0	0	0	139	42	0	83	0	0	0	278		
Total Staff Cost		\$0.00	\$2,967.02	\$0.00	\$0.00	\$0.00	\$0.00	\$21,710.41	\$3,273.48	\$0.00	\$11,462.30	\$0.00	\$0.00	\$0.00		\$39,413.21	\$141.77

SALARY RELATED COSTS:										Check =		\$39,413.21
OVERHEAD:										0%		\$0.00
OPERATING MARGIN:										0%		\$0.00
FCCM (Facilities Capital Cost Money):										0.00%		\$0.00
EXPENSES:										0.00%		\$0.00
Survey (Field - if by Prime)	0									4-person crew days @	\$ - / day	\$0.00
SUBTOTAL ESTIMATED FEE:												\$39,413.21
Subconsultant:	Enter Name Sub 1											\$0.00
Subconsultant:	Sub 2											\$0.00
SUBTOTAL ESTIMATED FEE:												\$39,413.21
Geotechnical Field and Lab Testing												\$0.00
SUBTOTAL ESTIMATED FEE:												\$39,413.21
Optional Services												\$0.00
GRAND TOTAL ESTIMATED FEE:												\$39,413.21