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January 2, 2025

Mike Null, Assistant City Manager
City of Green Cove Springs, FL

mnull@greencovesprings.com

EXHIBIT A: Proposal for Design, Engineering, and Construction Documentation for the Augusta Savage Arts & Community Center - Cafetorium Renovation

Mr. Null,

Forefront Architecture and Engineering (Forefront) is pleased to provide our proposal for the **Augusta Savage Arts & Community Center Cafetorium Renovation**. Forefront has extensive experience with architectural and engineering services and will put that experience to work in providing you the construction documentation necessary for this project. The following describes our project understanding, assumptions, scope of services, and fees.

This Exhibit (**created 01/02/2025**) is a companion to the Continuing Services Agreement between Forefront Architecture and Engineering, LLC and **the City of Green Cove Springs (the Client)** which outlines the specific requirements of the project services and obligations of the Consultant and Client. This document identifies specific requirements for Design, Engineering, and Construction Documentation for the Augusta Savage Arts & Community Center Cafetorium Renovation.

Project Understanding

Forefront understands the project to provide design and the construction documents necessary to permit and construct an approximately 5,460 square feet (SF) of remodel areas of the Augusta Savage Arts & Community Center located at 1107 Martin Luther King Jr. Blvd., Green Cove Springs, Florida. See Scope of Services and Exclusions.

Design Considerations and Assumptions

Forefront will provide signed and sealed (electronic, formatted per the Authority Having Jurisdiction standards) construction drawings (architectural, mechanical, plumbing, and electrical) for a remodel of approximately 5,460 SF. The remodel will involve bring the building's structure up to current codes, removing existing non-ADA compliant restrooms and replacing them with a code-mandated number of new restrooms, rebuilding of a stage (previously removed by others) in place of the previous stage, retrofitting of a new commercial grade kitchen in the place of the previous kitchen (also previously removed by others), replacement of all exterior windows and doors with energy-code compliant components, design of code-compliant heating, ventilation, and air conditioning systems, full electrical lighting and power design, and a general refresh of all interior and exterior finishes and materials.



Collaboration and Coordination

Forefront will conduct scheduled milestone meetings with the client at the 30%, 60% and 90% submittals. These meetings will serve as critical checkpoints to review progress, confirm design intent, and address any necessary adjustments. Other meetings may also be scheduled as needed.

Subconsultant Services

The Forefront team is committed to delivering comprehensive, full-spectrum design work. Forefront will serve as the primary point of contact to keep the project on schedule and aligned with the project goals. Forefront will engage and coordinate with:

1. MEP (Mechanical, Electrical, and Plumbing) Engineers.
2. In-house Structural Engineering.

Scope of Services

Forefront has designated the degree of service to provide full-service permit ready drawings. During each phase, Forefront will schedule meetings for discussion as part of the agreed scope of work. After each submittal the client shall have a period of five (5) business days to submit written comments. After which Forefront shall have a period of five (5) business days to submit responses to the client's comments. The following details the necessary tasks to complete the project:

Task 01 – Programming and Needs Assessment

Establishing the Program is a joint goal forming phase between Forefront and the Client to establish the function of the subject building.

1. Programming & Needs Assessment

Task 02 – Schematic Design Phase – 10% Completion

With the Program established, schematic/concept ideas and drawings will be provided to illustrate how the building will function and appear. This is a collaborative phase with frequent communication.

1. Schematic Design Architectural
2. Schematic Design Systems Review

Task 03 – Design Development – 30% Completion

With a Client-approved schematic design, Forefront will continue to develop the design concept. During this phase details are added, and the building concept is refined. Preliminary system engineering also starts during this period. The Schematic Design will be refined as we coordinate with MEP team and Interior Designers. 30% Construction Documents will be provided at the conclusion of this phase for review and approval.

1. Design Development Architectural
2. Design Development Mechanical, Electrical, Plumbing, Fire Protection
3. Design Development Interior Design



Task 04 – Construction Documents – 60% Completion

Development of the design into construction documents will begin. During the process, review drawings at will be provided for continued oversight and review.

1. 60% Construction Documents Architectural
2. 60% Construction Documents Mechanical, Electrical, Plumbing, Fire Protection
3. 60% Construction Documents Interior Design

Task 05 – Construction Documents – 90% Completion

Further development of the construction documents will occur. During the process, review drawings at 90% completion will be provided for continued oversight and review.

1. 90% Construction Documents Architectural
2. 90% Construction Documents Mechanical, Electrical, Plumbing, Fire Protection
3. 90% Construction Documents Interior Design

Task 06 – Construction Documents – 100% Completion

Forefront to deliver electronic signed and sealed construction documents for permitting. Any changes at this stage, regardless of scope, will be billed at standard hourly rates. However, any additional documentation required to address building department review comments will be provided at no extra charge. Hard copy signed and sealed documents can be provided for additional costs per printing schedule.

1. Construction Documents Architectural
2. Construction Documents Mechanical, Electrical, Plumbing, Fire Protection
3. Construction Documents Interior Design

Task 07 – Permitting Phase

Assist the Client in submitting the drawings to AHJ (Authority Having Jurisdiction), respond to AHJ comments, and coordinate with consultants for an approval to obtain a construction permit.

Task 08 – Contract Administration Phase

Construction Contract Administration for a period of approximately eight months. During this process, Forefront will review submittals and shop drawings, answer Requests for Information, conduct site visits as required and prepare as-built drawings.

Excluded Services

Any additional services requested beyond the original scope will require a written amendment to this agreement, along with approval of any associated fees and timeline adjustments. This provides all parties to align expectations and resources accordingly throughout the project's lifecycle.



Key Milestones and Project Schedule

The success of any project is based on identifying all critical pathway items and establishing a schedule for completion. Based on our similar project experience, below is a list of potential key milestones.

Task	Approximate Timeframe
Approval of Scope of Work and Budget	Early February 2025
Schematic Design Documents – 10% Completion - Client reviews	~ 4 weeks
Design Development – 30% Completion - Client review	~ 4 weeks
Construction Documents – 60% Completion - Client review	~ 4 weeks
Construction Documents – 90% Completion - Client review	~ 4 weeks
100% Construction Drawings	~ 4 weeks (July 2025 completion)

Key Project Staff

Forefront proposes a highly experienced team, who have extensive experience in design, permitting, and construction management projects. A breakdown of the proposed key team members and associated roles are provided below:

- Mr. Lennard Davis, RA, Client Account Manager – Architectural Review of design
- Mrs. Khine Pwint, RA – Architectural design, leads design team
- Mr. Chris Smith, PE, VP, Structural Engineer – Structural design

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Project Fees

The following table summarizes our estimate of fees to complete the scope of services described above.

Task	Fees Schedule
Task 01 – Programming and Needs Assessment	Incl. in SD Task
Task 02 – Schematic Design Phase 10% Completion	\$21,000.00
Task 03 – Design Development 30% Completion	\$31,500.00
Task 04 – Construction Documents 60% Completion	\$13,000.00
Task 05 – Construction Documents 90% Completion	\$13,000.00
Task 06 – Construction Documents 100% Completion	\$13,000.00
Task 07 – Permitting Phase	\$3,500.00
Task 08 – Contract Administration Phase	\$10,000.00
Total Project Fees: \$105,000.00	
Initial Deposit: Waived	

Provide services as defined in Scope of Services for the net fee in the amount of:

One Hundred Five Thousand 00/100 dollars (\$105,000.00)

Billing shall be sent monthly in accordance with percentage of overall completion, with the 100% documents being signed and sealed for permitting. Payments shall be made for the completion of the work as outlined above. Payments shall be due 15 days net from the date of invoicing. The fixed fee is based on the scope of work to provide completed Construction Documents.

Forefront has attached our Fee Schedule established for the City of Green Cove Springs. Each individual Forefront staff name is classified with an associated hourly rate. Our team organization is tailored to provide services effectively and efficiently. We utilize senior staff to provide guidance and review of all work products, with much of the production work completed by lower cost junior staff. In addition, senior staff either self-perform or provide a high level of supervision to junior staff during critical phases of the project. If the project is completed outside of the assumptions, Forefront may request to reduce or increase the budget accordingly.

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Terms and Conditions

The scope of work includes authorized revisions and quality assurance milestones to provide the highest standard of service. Please note that our fees reflect not just the time spent, but also the expertise, resources, and attention to detail required to successfully complete your project. Any work requested beyond the agreed-upon scope will be billed at our hourly rates. All construction documents provided remain the intellectual property of Forefront Architecture and Engineering, LLC, unless explicitly transferred to the client in writing. Proposals are valid 30 days from creation date.

It is specifically understood in accordance with Chapter 2013-028, Laws of Florida, that the design professionals are not personally liable. The business entity maintains required insurance coverage.

THE DESIGN PROFESSIONAL(S) MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

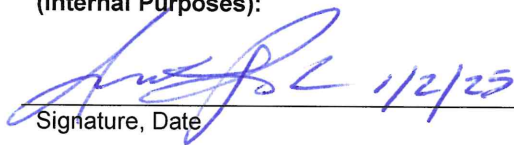
We appreciate this opportunity to present our proposal and remain fully available to provide any other information that you may require concerning this project. If you have any questions, please contact Justin Parker, Director of Marketing and Business Development. justinp@ff-ae.com

Authorization

January 2, 2025

I hereby authorize Forefront to proceed with the scope of work for the referenced project as described in proposal number 24-17057-00 dated January 2, 2025, with a budget authorization of **\$105,000.00** under the general terms and conditions specified in the proposal.

**Proposal Reviewed by
(Internal Purposes):**

 1/2/25

Signature, Date

Justin Parker, Director of Marketing & BD

Printed Name, Title

**Offered by
Forefront Architecture & Engineering, LLC:**

 1/2/25

Signature, Date

Lennard Davis, RA, VP of Architecture

Printed Name, Title

Accepted by Client:

Signature, Date

City of Green Cove Springs

Printed Name, Title



Schedule of Hourly Rates for the City of Green Cove Springs

The following rates are subject to review and revision. Any client-requested work beyond the agreed-upon scope of services, and not authorized in advance, will be billed at our standard residential hourly fees.

Personnel	Hourly Rate
Senior Executives	\$285
Senior Architect	\$285
Architect Level II	\$240
Architect Level I	\$220
Senior Designer	\$185
Design Specialist	\$150
Senior Engineer	\$285
Engineer Level II	\$240
Engineer Level I	\$220
Quality Assurance	\$185

Personnel	Hourly Rate
Inspections	\$150
Senior Project Manager	\$180
Project Manager Level II	\$150
Project Manager Level I	\$140
BIM Manager	\$180
BIM Specialist	\$150
Senior CAD Technician	\$140
CAD Technician Level II	\$125
CAD Technician Level I	\$120
Administrative/Clerical	\$80

Other Reimbursable Expenses

Direct Expenses

Mileage –IRS Standard	\$0.67
Copy B/W 8.5x11	\$0.20/page
Copy Color 8.5x11	\$0.50/page
Copy B/W 11x17	\$0.45/page
Copy Color 11x17	\$1.05/page
B/W Plotting Bonds	\$1.02/sq.ft
Color Plotting Bonds	\$1.77/sq.ft
Scan Copy 8.5x11	\$0.60/page

Scan Copy 11x17	\$1.20/page
Telephone	1.1 times direct
Transportation/Travel	1.1 times direct
Tolls/Parking Fees	Direct cost
Lodging and Meals	1.1 times direct
Postage	1.1 times direct
USB Stick (16GB)	\$25 each
Subconsultant Work	Variable

Rates for the City of Green Cove Springs effective 01/01/2025. Hourly rates and reimbursable direct expenses are reviewed annually to reflect market conditions and the cost of doing business. This allows our pricing to remain fair and competitive while maintaining the high standards of service our clients expect.