



**PROFESSIONAL ENGINEERING SERVICES
FOR THE
CITY OF LABELLE
FIRE STATION IMPROVEMENTS**

CPH, LLC. has prepared this proposal to provide professional services for the above referenced project. This Agreement is composed of details of the services to be performed. The City of Labelle herein called the “CLIENT”, and CPH, LLC. as the “CONSULTANT”.

PROJECT DESCRIPTION

CPH hereby proposes to conduct Professional services for the City’s Fire Station Improvements Project. The project generally includes the design to harden, expand, and re-program the City’s existing Fire Station. The existing Fire Station is a pre-fabricated metal building originally constructed in 1985. The City has received a grant for the proposed improvements.

SCOPE OF SERVICES

The following represents a summary of scope of work and services for the CLIENT. CPH shall provide the professional services described below.

Scope of Services is broken into seven Tasks:

TASK A – Programming and Data Collection

TASK B – Schematic Design (30%)

TASK C – Design Development (60%)

TASK D – Construction Documents (90%)

TASK E – Permitting

TASK F – Bid Documents (100%)

TASK G – Bidding Assistance



BASIC SERVICES:

TASK A – PROGRAMMING AND DATA COLLECTION

Programming and Conceptual Planning

CPH shall complete programming for the proposed fire station improvements. This phase will include:

- Up to three Stakeholder Workshop Meetings. The workshops will focus on gathering information from each Stakeholder regarding the needs for the project. During the meeting the needs and requirements for the users of the facility and the project Stakeholders will be discussed. CPH will submit written Meeting Minutes to document the overall suggestions and unified decisions made during each workshop.
- After the First Workshop Meeting a written Building and Site Program will be developed. The Building and Site Program will be submitted to the Stakeholders for review and comments. A final Building and Site Program will be submitted to the Stakeholders for review and approval.
- The final deliverable for this task will be a written program with conceptual plans for CLIENT’S review and approval prior to proceeding with Schematic Design.

Geotechnical Report

CONSULTANT shall coordinate with local sub-consultant for obtaining soil borings and completing geotechnical report. The report will include recommendations for slab expansion of the building to facilitate the needed fire station improvements.

Survey

CONSULTANT shall perform a topographic survey of the area immediately surrounding the building, as needed to facilitate the design based on the approved schematic design. CPH will review requirements with local building department to determine if additional survey is required.

TASK B – SCHEMATIC DESIGN (30%)

The approved program and will be used to develop a preliminary Schematic Design for the site and building improvements. The preliminary Schematic Design will be presented during a Second Workshop Meeting for review and comments from the Stakeholders. During the Programming Phase all potential design parameters discovered during the first meetings will be evaluated and prioritized to meet the available funding from the approved State Grant. Design items that cannot be incorporated within the funding will be eliminated from the scope and be set aside for future projects.



The Schematic Design for the Site and the Buildings will be revised to address all comments from the Stakeholders. If needed, the revised Schematic Design will be presented during the Third Workshop Meeting prior to proceeding into the Design Development.

TASK C – DESIGN DEVELOPMENT (60%)

Based on the approved schematic design, CONSULTANT will prepare design development drawings to establish architectural systems, and to review various options for building components. The intent of this phase will be to establish the most economical methodology for the building. The design options will be reviewed with the CLIENT, for the CLIENT'S approval to proceed to construction documents. Design will build off of the approved conceptual design. The deliverable for this Task will be permit ready drawings. Drawings will be sized 24" x 36" and delivered in electronic format for the CLIENT'S review. Consultant will attend one meeting to review plans, address comments, and resubmit for approval from CLIENT prior to proceeding with permitting. Plans will include at minimum the below components, unless removed from scope during Task A. At the end of Task B, CONSULTANT shall provide preliminary opinion of construction costs for CLIENT's review.

- 1) Hardening of the existing pre-engineered metal building shall include:
 - Replacement of all windows
 - Replacement of all doors
 - Replacement of all roll-up doors
 - Enhancement of building structure to meet current FBC
 - Evaluation of roof for possible replacement
 - Enhancement and possible replacement of building siding

- 2) Renovation and Remodeling of the existing pre-engineered metal building shall include:
 - Redesign of 1st Floor Office
 - Relocation of existing Kitchen
 - Redesign of existing sleeping quarters
 - Resurfacing and expansion of existing paved areas
 - Exterior lighting up-grade
 - Replacement of existing exterior signage
 - Additional offices and Conference Room located at the northern mezzanine
 - Replacement of existing Generator and transfer switch
 - Evaluation and replacing finishes throughout the existing interior and restrooms
 - Evaluation and possible replacement for 3 existing HVAC systems
 - Evaluation of code for potential fire sprinkler system
 - Exterior perimeter fencing
 - Big Fans
 - Resurfacing of Station Floors
 - Retractable Extension Cords for Truck Connections



LaBelle Fire Station Improvements

- Decontamination Area
- 3) Building Addition to the West of the existing building shall include:
 - One air-conditioned bay for a new Gym
 - One un-conditioned bay for vehicle parking
 - Two bays for vehicle parking that may be unconditioned or just be roofed depending on funding limits

TASK D – CONSTRUCTION DOCUMENTS (90%)

Plans shall include all architectural plans and details, structural Engineering design and details, Electrical and Plumbing design and details, and site lighting design and details, minor landscaping and irrigation improvements. Civil Plan sets may include site plan, utility adjustments, and minor stormwater improvements. Plans will be supplied to the CLIENT in reproducible form at a suitable scale to fit on a twenty-four inch by thirty-six inch (24” x 36”) plan sheet and will be accurate. The construction documents will be submitted to the City for a final review and approval.

TASK E – PERMITTING

CPH shall submit the CLIENT approved 90% Drawings to the respective permitting agencies. CPH will coordinate with CLIENT to obtain all signatures and prepare all application paperwork. CPH will coordinate with each of the below permitting agencies, respond to comments, and obtain each permit for construction.

- City of LaBelle
- SFWMD
- FDEP
- Hendry County (If needed)

CPH shall provide signed and sealed documents for permit submittals, which may include plans, specifications and / or calculations. Permitting shall include responding to up to three (3) rounds of responses to comments from each agency and up to two (2) meetings with agencies to discuss comment resolutions. CONSULTANT shall provide revised Drawings and specifications for modification, clarification or additional documents to comply with requirements for obtaining a permits. Meetings required beyond these will be handled as additional service, and billed in accordance with our Standard Hourly Rates. The CLIENT will be financially responsible for any application or filing fee required by the agencies.

Any modifications to the plans requested by the Regulatory Agencies pertaining to the design in the previously mentioned plans, required to meet code, will be addressed by CPH as part of these services. Any modifications requested that are not code issues, or modifications requested by the CLIENT after approval of 60% plans, will be addressed as additional services and billed at the Standard Hourly Rates enclosed. Permitting with FDEP shall only include what is required for



LaBelle Fire Station Improvements

compliance with grant, which may include an Environmental Statement of No Impact. If a Environmental Study or a Environmental Assessment is required by the grant agency, CPH will provide an additional scope and fee for approval prior to proceeding.

Delivery of final drawings will be in the form of PDF and Hardcopy sets. CPH shall provide the necessary sets of sealed construction documents as required for plan reviews and permits by the Building Department.

TASK F – BID DOCUMENTS (100%)

CPH shall prepare bid documents to include bid schedule, measurements and payments, specifications book, and assist the City with front end documents to prepare for the bid of the project. Final plans shall incorporate all building permit comments. CPH shall also include a final opinion of construction cost for City's review. The Bid Documents will be submitted and coordinated with the City.

TASK G – BID SERVICES

CONSULTANT will attend one pre-bid meeting and one on-site pre-bid meeting at the City's request to answer any immediate questions from potential bidders.

CONSULTANT will respond to all Requests for Information (RFI) from bidders and issue up to two bid addendums at the request of the City.

CONSULTANT will review bid submittals for compliance with bid and grant documents and recommend award.

SERVICES NOT INCLUDED

The following services are not anticipated and not included in this Agreement at this time:

- Off-site utility analysis and design
- Off-site storm water analysis and design
- FEMA Flood Certificate
- Boundary Survey
- ALTA Survey
- Construction Services (shall be provided under separate scope)
- Services Deemed Unable to be within the Grant Budget and removed from scope are not included in design. CPH can provide separate scope of services if requested to perform design of future projects.
- Environmental Assessment or Study
- Phase I or II Environmental Assessment



LaBelle Fire Station Improvements

Should work be required in any of these areas, or areas not previously described, CPH will prepare a proposal or amendment, at the CLIENT’s request, that contains the Scope of Services, fee, and schedule required to complete the additional work item.

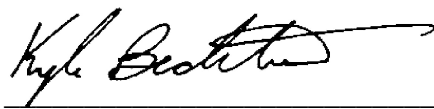
COMPENSATION

CPH will perform the Scope of Services contained in this Agreement as identified on each task as a lump sum contract, for a total of **\$350,000**. The following is the break down of fees for each task. Each task will be billed monthly based on percent complete of the task.

In addition to the labor compensation outlined above, CPH shall be reimbursed directly for project specific expenditures such as, but not limited to travel, printing and reprographics, meals, hotel stay, rental cars, postage, and telephone usage. Reimbursable expenses will be billed at their actual cost, without increase. Reimbursable expenses will be set at a Not-to-Exceed (NTE) amount of \$4,000. The unused amount at the end of the project will not be billed to the CLIENT.

City of LaBelle Fire Station Improvements		
Task	Description	Cost by Task
A	PROGRAMMING AND DATA COLLECTION	\$ 37,000.00
B	SCHEMATIC DESIGN (30%)	\$ 35,000.00
C	DESIGN DEVELOPMENT (60%)	\$ 120,000.00
D	PERMITTING	\$ 18,000.00
E	CONSTRUCTION DOCUMENTS (90%)	\$ 111,800.00
F	BID DOCUMENTS (100%)	\$ 24,200.00
G	BID ASSISTANCE	\$ 4,000.00
PROJECT SUB-TOTAL		\$ 350,000.00
EXPENSES (NTE)		\$ 4,000.00
PROJECT TOTAL		\$ 354,000.00

CPH, LLC. AUTHORIZATION

By: 

Kyle Bechtelheimer, P.E.
Client Services Manager

Date: 11/27/2024