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CITY COUNCIL RESOLUTION NO. 2021-015

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING THE EXECUTION OF A CONTINUING CONTRACT FOR PROFESSIONAL ARCHITECTURAL SERVICES WITH PASSERO ASSOCIATES, L.L.C., RELATED TO THE CONSTRUCTION OF A NEW CITY HALL COMPLEX AND WESTSIDE FIRE STATION; AUTHORIZING THE EXECUTION OF TASK ASSIGNMENT NUMBER ONE RELATED TO THE CONTINUING CONTRACT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Lake City, Florida (hereinafter the "City") in accordance with the Consultants Competitive Negotiation Act, solicited Statements of Qualifications from registered firms, pursuant to a Request for Qualifications ("RFQ" or "RFQ 001-2021") for services related to representing the City as the City's representative for design-build construction of a new City Hall and Westside Fire Station (No. 2) (hereinafter the "Project"); and

WHEREAS, the City evaluated the Statements of Qualifications received and determined Passero Associates, L.L.C. (hereinafter "Passero") to be the most qualified firm; and

WHEREAS, the City Council finds that it is in the City's best interest to execute a continuing contract with Passero for the professional services related to the Project pursuant to the terms, provisions, and conditions of a continuing contract, attached hereto as "Exhibit A" (hereinafter the "Continuing Contract" or "Master Agreement"); and

WHEREAS, the Continuing Contract provides that Passero shall perform services to the City only when requested and authorized in writing by the City and that each request for services shall be for a specific project and be defined by and embodied in a separate writing (hereinafter "Task Assignment" or "Service Order"); and

WHEREAS, subsequent to the approval of the Continuing Contract, the City Council desires to enter into Task Assignment Number One (the first Service Order) to its Continuing Contract with Passero for the services identified with Article 2, and its attachments, of the Task Assignment, a copy of which is attached hereto as "Exhibit B"; and

WHEREAS, the City Council finds that it is in the City's best interest to execute Task Assignment Number One.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AS FOLLOWS:

Section 1. The above recital is true and accurate and is hereby incorporated herein and made a part of this resolution.

Section 2. The City is hereby authorized to enter into the Continuing Contract with Passero for professional engineering services and the Task Assignment Number One.

Section 3. The City Manager and City Attorney are authorized to make such reasonable changes and modifications to the Continuing Contract or Task Assignment Number One as may be deemed necessary to be in the best interest of the City and its citizens. The Mayor is authorized and directed to execute and deliver the Continuing Contract and Task Assignment One in the name and on behalf of the City, with such changes, amendments, modifications, omissions and additions made by the City Manager and City Attorney. Execution by the Mayor and Passero shall be deemed to be conclusive evidence of approval of such changes, amendments, modifications, omissions, and additions.

Section 4. This resolution shall be effective as of the date of its adoption.

PASSED AND ADOPTED at a meeting of the City Council this 16th day of February 2021.

CITY OF LAKE CITY, FLORIDA

By:

Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND
LEGALITY:

By:

Audrey E. Sikes, City Clerk

By:

Frederick L. Koberlein, Jr.,
City Attorney

EXHIBIT A

 **AIA** Document B121™ – 2018**Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders**

AGREEMENT made as of the day of February in the year Two thousand twenty-one
(In words, indicate day, month, and year.)

BETWEEN the Owner:
(Name, legal status, address, and other information)

City of Lake City
205 North Marion Avenue
Lake City, FL 32055

and the Architect:
(Name, legal status, address, and other information)

Passero Associates, LLC
4730 Casa Cola Way
Suite 200
St. Augustine, FL 32095
904.757.6106

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document does not contain a description of the Architect's scope of Services and related terms. This document is intended to be used in conjunction with AIA Document B221™–2018, Service Order for use with Master Agreement Between Owner and Architect

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ARTICLE 1 MASTER AGREEMENT TERM AND PARTY REPRESENTATIVES

§ 1.1 This Master Agreement shall be effective for two (2) years from the date first written above. ("Date of this Master Agreement").

§ 1.2 This Master Agreement shall apply to all Service Orders agreed to by the Parties within the term of this Master Agreement until completion of the Service Order. In the event of a conflict between terms and conditions of this Master Agreement and a Service Order, the terms of the Service Order shall take precedence for the services provided pursuant to the Service Order. An agreed upon Service Order together with this Master Agreement form a Service Agreement. A Service Agreement represents the entire and integrated agreement between the parties, and supersedes prior negotiations, representations, or agreements, either written or oral. A Service Agreement may be amended or modified only by a Modification.

(Paragraph deleted)

§ 1.4 The Owner identifies the following representative authorized to act on the Owner's behalf with respect to this Master Agreement:

Director of Safety / Risk Management
City of Lake City
205 N., Marion Avenue
Lake City, FL 32055

§ 1.4.1 In each Service Order, the Owner will identify a representative authorized to act on the Owner's behalf with respect to the Service Order.

§ 1.5 The Architect identifies the following representative authorized to act on the Architect's behalf with respect to this Master Agreement:

Passero Associates, LLC

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Andrew M. Holesko, CM, MBA
Chief Executive Officer, Sr. Planner
4730 Casa Cola Way
Suite 200
St. Augustine, FL 32095

§ 1.5.1 In each Service Order, the Architect will identify a representative authorized to act on behalf of the Architect with respect to the Service Order.

§ 1.6 Nothing contained in this Master Agreement or in a Service Order shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

ARTICLE 2 SERVICE ORDERS

§ 2.1 The Owner is not required to issue any Service Orders under this Master Agreement.

§ 2.2 The Architect may decline to accept any Service Order issued by the Owner.

§ 2.3 The Architect shall perform the services set forth in each agreed upon Service Order, consisting of AIA Document B221-2018, Service Order, or such other document as the Owner and Architect may mutually agree upon. Each Service Order shall state the name, location, and detailed description of the City Hall or Fire Station Project; describe the Architect's Services; state the Architect's compensation; and list the attachments and exhibits incorporated by reference.

ARTICLE 3 ARCHITECT'S RESPONSIBILITIES

§ 3.1 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the services provided pursuant to a Service Agreement.

§ 3.2 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Master Agreement or any Service Agreement.

§ 3.3 The Architect shall maintain the following insurance until termination of this Master Agreement.
(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)

- .1 General Liability
Attached
- .2 Automobile Liability
Attached
- .3 Workers' Compensation
Attached
- .4 Professional Liability
Attached
- .5 Umbrella Liability. (Attached)
- .6 Excess Liability. (Attached)

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§ 3.4 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on the accuracy and completeness of the services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.5 The Architect shall not be responsible for an Owner's directive or substitution made without the Architect's approval.

ARTICLE 4 ADDITIONAL SERVICES

§ 4.1 The Architect may provide Additional Services after execution of a Service Agreement without invalidating the Service Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.1 shall entitle the Architect to compensation pursuant to Sections 4.2 and 9.3.

§ 4.2 Unless otherwise provided in a Service Order, upon recognizing the need to perform the following Additional Services, as they relate to the services provided pursuant to the Service Order, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals; or
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 The Owner shall provide information in a timely manner regarding requirements for and limitations of each Service Order.

§ 5.2 The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.3 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of consulting services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants as designated in an individual Service Order, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Service Order. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.4 The Owner shall furnish all legal, insurance, and accounting services, including auditing services, that may be reasonably necessary at any time to meet the Owner's needs and interests under a Service Agreement.

§ 5.5 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the services or work related to a Service Agreement, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.6 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

ARTICLE 6 COPYRIGHTS AND LICENSES

§ 6.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use in relation to a Service Agreement.

§ 6.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with a Service Agreement is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 6.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under the Service Agreement, including prompt payment of all sums when due pursuant to Articles 8 and 9. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Master Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 10.9, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates a Service Agreement for cause as provided in Section 8.4, the license granted in this Section 6.3, and related to the terminated Service Agreement, shall terminate.

§ 6.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 6.3.1. The terms of this Section 6.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 8.4.

§ 6.4 Except for the licenses granted in this Article 6, no other license or right shall be deemed granted or implied under this Master Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 6.5 Except as otherwise stated in Section 6.3, the provisions of this Article 6 shall survive the termination of this Master Agreement.

ARTICLE 7 CLAIMS AND DISPUTES

§ 7.1 General

§ 7.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to any Service Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Master Agreement and within the period specified by applicable law, but in any case not more than 10 years after the completion of the services provided pursuant to a specific Service Agreement, whichever is sooner. Completion of the services pursuant to a specific Service Agreement shall be the date of Substantial Completion of construction related to the services performed pursuant to the Service Agreement or, where there is no construction work related to a Service Agreement, the date the Architect completes its services under the Service Agreement. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 7.1.1.

§ 7.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A141™—Standard Form of Agreement Between Owner and Design Builder. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 7.1.3

Notwithstanding the foregoing provisions, the Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to a Service Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of a Service Agreement, except as specifically provided in Section 8.6 which such costs attributed to the City shall be limited to the protections of section 768.28, Florida Statutes.

§ 7.2 Mediation

§ 7.2.1 Any claim, dispute or other matter in question arising out of or related to a Service Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 7.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Master Agreement. A request for mediation shall be made in writing, delivered to the other party to this Master Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 7.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 7.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 7.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box.)

(Paragraph deleted)

Litigation in a court of competent jurisdiction

Other: *(Specify)*

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

(Paragraphs deleted)

ARTICLE 8 TERMINATION OR SUSPENSION OF SERVICE AGREEMENTS

§ 8.1 If the Owner fails to make payments to the Architect in accordance with a Service Agreement, such failure shall be considered substantial nonperformance and cause for termination of the Service Agreement or, at the Architect's option, cause for suspension of performance of services under the Service Agreement for which the Owner failed to make payment. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the

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Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused by the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 8.2 If the services under a Service Agreement have been suspended by the Owner, the Architect shall be compensated for services performed prior to notice of such suspension. When the services under the Service Agreement are resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 8.3 If the Owner suspends the services under a Service Agreement for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate the Service Agreement by giving not less than seven days' written notice.

§ 8.4 Either party may terminate a Service Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of the Service Agreement, through no fault of the party initiating the termination. Termination of a Service Agreement under this Section 8.4 shall not be deemed a termination of other Service Agreements under this Master Agreement.

§ 8.5 The Owner may terminate a Service Agreement, upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 8.6 In the event of termination of a Service Agreement not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, Reimbursable Expenses incurred, and all costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 8.7 In addition to any amounts paid under Section 8.6, if the Owner terminates a Service Agreement for its convenience pursuant to Section 8.5, or the Architect terminates a Service Agreement pursuant to Section 8.3, the Owner shall pay to the Architect the following fees:

(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)

.1 Termination Fee:

N/A

.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:

N/A

§ 8.8 Except as otherwise expressly provided herein, a Service Agreement shall terminate one year from the date of Substantial Completion.

§ 8.9 The Owner's rights to use the Architect's Instruments of Service in the event of termination of a Service Agreement are set forth in Article 6 and Section 9.5 of this Master Agreement.

ARTICLE 9 COMPENSATION

§ 9.1 The Owner shall compensate the Architect for the services described in a Service Order pursuant to the Service Order and as set forth in this Article 9.

§ 9.2 Except as otherwise set forth in a Service Order, the hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.

(If applicable, attach an exhibit of hourly billing rates or insert them below.)

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Employee or Category

Rate (\$0.00)

Refer to Hourly Rate Schedule

§ 9.3 Except as otherwise set forth in a Service Order, the Owner shall compensate the Architect for Additional Services designated in Article 4 as follows:

(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

As described in AIA Document B221 Section 2.1.2

§ 9.4 Compensation for Reimbursable Expenses

§ 9.4.1 Reimbursable Expenses are in addition to compensation for the Architect's professional services and include expenses incurred by the Architect and the Architect's consultants directly related to a Service Agreement, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultant's expense of professional liability insurance dedicated exclusively to the Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect or the Architect's consultants, and disclosed by the Architect in writing prior to execution of this Master Agreement or a related Service Agreement;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses; and
- .11 Other similar Project-related expenditures.

§ 9.4.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus ten percent (10.0 %) of the expenses incurred.

§ 9.4.3 Reimbursable Expenses will be allocated to each Service Agreement.

§ 9.5 Payments to the Architect

§ 9.5.1 Progress Payments

§ 9.5.1.1 Unless otherwise agreed, payments for services provided pursuant to a Service Agreement shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

(Insert rate of monthly or annual interest agreed upon.)

2.5 % two point five percent

§ 9.5.1.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding. In any event, the Owner shall not withhold payments to the Architect pertaining to a Service Agreement to offset amounts in dispute under a separate Service Agreement.

§ 9.5.1.3 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

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ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 Each Service Agreement shall be governed by the law of the place where the Project described in the Service Order is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 7.3.

§ 10.2 Notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to each Service Agreement. Neither the Owner nor the Architect shall assign a Service Agreement without the written consent of the other, except that the Owner may assign a Service Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under the Service Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with the Service Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of the Service Agreement.

§ 10.5 Unless otherwise required in a Service Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.6 The Architect shall have the right to include photographic or artistic representations of the design of the Projects for which services are performed among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Projects to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Projects. This Section 10.6 shall survive the termination of a Service Agreement unless the Owner terminates a Service Agreement for cause pursuant to Section 8.4.

§ 10.7 If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party may disclose such information as required by law or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity. The Party receiving such information may also disclose it to its employees, consultants or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.7.

§ 10.8 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

§ 10.9 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 10.9.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying

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party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

ARTICLE 11 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Master Agreement are as follows:
(Include other terms and conditions applicable to this Agreement.)

None

ARTICLE 12 SCOPE OF THIS MASTER AGREEMENT

§ 12.1 This Master Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Master Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 12.2 This Master Agreement is comprised of the following documents identified below:

- .1 AIA Document B121™-2018, Standard Form of Master Agreement Between Owner and Architect

(Paragraphs deleted)

- .3 Exhibits:
(Clearly identify any other exhibits incorporated into this Master Agreement.)

Hourly Rate Schedule

- .4 Other documents:
(List other documents, if any, forming part of the Master Agreement.)

Certificates of Insurance

This Master Agreement entered into as of the day and year first written above.

OWNER *(Signature)*

Mayor

Attest:

City Clerk

City Attorney
(Row deleted)

ARCHITECT *(Signature)*

Andrew M. Holesko, CM, MBA
Chief Executive Officer, Sr. Planner

Additions and Deletions Report for **AIA® Document B121™ – 2018**

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 13:23:12 ET on 02/04/2021.

PAGE 1

AGREEMENT made as of the day of February in the year Two thousand twenty-one

...

City of Lake City
205 North Marion Avenue
Lake City, FL 32055

...

(Name, legal status, address, and other information)

Passero Associates, LLC
4730 Casa Cola Way
Suite 200
St. Augustine, FL 32095
904.757.6106

PAGE 2

§ 1.1 This Master Agreement shall be effective for ~~one year~~ after two (2) years from the date first written above ~~above. ("Date of this Master Agreement").~~ Agreement").

...

~~§ 1.3 This Master Agreement will renew on an annual basis, on the day and month of the Date of this Master Agreement, unless either party provides notice of their intent not to renew this Master Agreement. Notice must be provided at least 60 days prior to the renewal date. In the event either party elects not to renew this Master Agreement, the terms of this Master Agreement shall remain applicable until all Service Orders under this Master Agreement are completed or terminated.~~

Director of Safety / Risk Management
City of Lake City
205 N., Marion Avenue
Lake City, FL 32055

...

Passero Associates, LLC
Andrew M. Holesko, CM, MBA
Chief Executive Officer, Sr. Planner

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User Notes:

(1479959607)

4730 Casa Cola Way
Suite 200
St. Augustine, FL 32095
PAGE 3

§ 2.3 The Architect shall perform the services set forth in each agreed upon Service Order, consisting of AIA Document B221-2018, Service Order, or such other document as the Owner and Architect may mutually agree upon. Each Service Order shall state the name, location, and detailed description of the City Hall or Fire Station Project; describe the Architect's Services; state the Architect's compensation; and list the attachments and exhibits incorporated by reference.

...

§ 3.3 The Architect shall maintain the following insurance until termination of this Master Agreement. ~~If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 9.4.~~

...

Attached

...

Attached

...

Attached

...

Attached

.5 Umbrella Liability. (Attached)
.6 Excess Liability. (Attached)

PAGE 4

§ 4.1 The Architect may provide Additional Services after execution of a Service Agreement without invalidating the Service Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.1 shall entitle the Architect to compensation pursuant to ~~Section~~ Sections 4.2 and 9.3.

PAGE 6

§ 7.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document ~~A201™ 2017, General Conditions of the Contract for Construction- A141™~~ Standard Form of Agreement Between Owner and Design Builder. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

~~§ 7.1.3~~ The

Notwithstanding the foregoing provisions, the Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to a Service Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of a Service Agreement, except as specifically provided in Section ~~8-6-8.6~~ which such costs attributed to the City shall be limited to the protections of section 768.28, Florida Statutes.

...

Arbitration pursuant to Section 7.3 of this Master Agreement

Litigation in a court of competent jurisdiction

...

~~§ 7.3 Arbitration~~

~~§ 7.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Master Agreement, any claim, dispute or other matter in question arising out of or related to a Service Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Master Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Master Agreement, and filed with the person or entity administering the arbitration.~~

~~§ 7.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.~~

~~§ 7.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Master Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.~~

~~§ 7.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.~~

~~§ 7.3.4 Consolidation or Joinder~~

~~§ 7.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Master Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).~~

~~§ 7.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.~~

~~§ 7.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 7.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Master Agreement.~~

~~§ 7.4 The provisions of this Article 7 shall survive the termination of a Service Agreement.~~

PAGE 7

N/A

...

N/A

PAGE 8

Refer to Hourly Rate Schedule

...

As described in AIA Document B221 Section 2.1.2

...

§ 9.4.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus ten percent (10.0 %) of the expenses incurred.

...

§ 9.5.1.1 Unless otherwise agreed, payments for services provided pursuant to a Service Agreement shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

...

2.5 % two point five percent

PAGE 10

None

...

~~2~~ AIA Document E203™ 2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:

(Insert the date of the E203 2013 incorporated into this Master Agreement.)

...

Hourly Rate Schedule

...

Certificates of Insurance

...

OWNER *(Signature)*

Mayor

Attest:

City Clerk

OWNER *(Signature)*

City Attorney

(Printed name and title)

ARCHITECT *(Signature)*

Andrew M. Holesko, CM, MBA
Chief Executive Officer, Sr. Planner

ARCHITECT *(Signature)*

(Printed name, title, and license number, if required)

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, Pete Wehner, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 13:23:12 ET on 02/04/2021 under Order No. 3729177776 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B121™ – 2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

(Title)

(Dated)

2020 HOURLY RATES SCHEDULE

(SUBJECT TO ANNUAL REVIEW)

Partner.....	\$290
Department Manager.....	\$235
Associate, Senior Project Architect	\$185
Structural Department Manager.....	\$180
Project Manager (Civil).....	\$170
Senior Project Architect I.....	\$125
Project Architect.....	\$110
Senior Structural Project Engineer	\$115
Senior Landscape Architect and Senior Civil Engineer	\$110
Structural/Civil Engineer	\$95
Architectural Designer III	\$90
Structural Engineer Designer I.....	\$85
Architectural Designer I.....	\$75
Administrative Assistant	\$85



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/27/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 30 Century Hill Drive Suite 200 Latham NY 12110	CONTACT NAME: Jacqueline Patrick PHONE (A/C, No, Ext): 518-869-3535 E-MAIL ADDRESS: jacqueline_patrick@ajg.com		FAX (A/C, No): 518-869-3580	
	INSURER(S) AFFORDING COVERAGE			
INSURED Passero Associates LLC 4730 Casa Cola Way, Suite 200 St. Augustine, FL 32095	PASSASS-01	INSURER A :	Travelers Indemnity Co of America	25666
		INSURER B :	Travelers Indemnity Company	25658
		INSURER C :	Travelers Property Casualty Co of America	25674
		INSURER D :		
		INSURER E :		
		INSURER F :		

COVERAGES

CERTIFICATE NUMBER: 1056225469

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y		680-8P560935	5/1/2020	5/1/2021	EACH OCCURRENCE	\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 4,000,000
							PRODUCTS - COMP/OP AGG	\$ 4,000,000
								\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BA-1H144067	5/1/2020	5/1/2021	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP-8P561803	5/1/2020	5/1/2021	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	UB-8P560763	5/1/2020	5/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 City of Lake City is additional insureds as required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

City of Lake City
 Procurement Department – 2nd Floor
 205 N. Marion Avenue
 Lake City, FL 32055

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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EXHIBIT B



AIA[®] Document B221™ – 2018

Service Order for use with Master Agreement Between Owner and Architect

SERVICE ORDER number _____ made as of the February _____ day of _____ in the year Two thousand twenty-one

(In words, indicate day, month, and year.)

BETWEEN the Owner:

(Name, legal status, address, and other information)

City of Lake City
205 North Marion Avenue
Lake City, FL 32055

Phone: 386-719-5768

and the Architect:

(Name, legal status, address, and other information)

Passero Associates
4730 Casa Cola Way
Suite 200
St. Augustine, FL 32095
904.757.6106

for the following **PROJECT**:

(Name, location, and detailed description)

Owner's Representative – Phase 1 (Architectural/engineering Design Services)

Project consists of two new building projects for the City of Lake City. The first, City Hall, is located in an approximately 2-acre vacant lot northeast of the intersection of NW Franklin Street and North Marion Avenue. The building will be approximately 16,000 square feet and shall fit into the aesthetic nature of the community. The construction type has not yet been defined and will be explored in the first phase of the project. The total project budget for the City Hall is \$4 million.

The Second, Fire Station, is located at 383 NW Hall of Fame Drive. The Fire Station will be approximately 6,300 square feet and is assumed to consist of pre-engineered metal building systems, with a total project budget of \$1.7 million.

THE SERVICE AGREEMENT

This Service Order, together with the Master Agreement between Owner and Architect dated the _____ day of February _____ in the year Two thousand twenty-one

(In words, indicate day, month, and year.)

form a Service Agreement.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services for the Service Order only and is intended to be used with AIA Document B121™–2018, Standard Form of Master Agreement Between Owner and Architect

Init.

The Owner and Architect agree as follows.

TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 SERVICES UNDER THIS SERVICE ORDER
- 3 COST OF WORK
- 4 COMPENSATION
- 5 INSURANCE
- 6 PARTY REPRESENTATIVES
- 7 ATTACHMENTS AND EXHIBITS

ARTICLE 1 INITIAL INFORMATION

1.1 This Service Order and Service Agreement is based on the Initial Information set forth below.

(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")

(Paragraphs deleted)

§ 1.1.1 The Owner's City Hall and Fire Station Program:

(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)

Owners Program documents as listed in Article 7.1.3.

§ 1.1.2 The Project's physical characteristics:

(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)

Project consists of two new building projects for the City of Lake City. The first, City Hall, is located in an approximately 2-acre vacant lot northeast of the intersection of NW Franklin Street and North Marion Avenue. The building will be approximately 16,000 square feet and shall fit into the aesthetic nature of the community. The construction type has not yet been defined and will be explored in the first phase of the project. The total project budget for the City Hall is \$4 million.

The Second, Fire Station, is located at 383 NW Hall of Fame Drive. The Fire Station will be approximately 6,300 square feet and is assumed to consist of pre-engineered metal building systems, with a total project budget of \$1.7 million.

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Article 3.:

(Provide total and, if known, a line item breakdown.)

Fire Station \$1.7 Million (initial budget); City Hall \$4 Million (initial budget)

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

- .1 Design phase milestone dates, if any:

Init.

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User Notes:

(877415748)

Fire Station Bid Documents - April 1, 2021 (planned)
City Hall Bid Documents – May 17, 2021 (planned)

.2 Construction commencement date:

Fire Station - May 18, 2021 (planned)
City Hall - July 20, 2021 (planned)

.3 Substantial Completion date or dates:

Fire Station - November 1, 2021 (planned)
City Hall – July 2022 (planned)

.4 Other milestone dates:

TBD

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:
(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)

Architect to procure Design Builder by utilizing a design and construction criteria package as Basis of Scope of Work with concurrence of the City.

§ 1.1.9 The Owner shall retain the following consultants and contractors:
(List name, legal status, address, and other contact information.)

§ 1.1.11 The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:
(List name, legal status, address, and other contact information.)

§ 1.1.11.1 Consultants retained under Basic Services:

1. Mechanical, Electrical, Plumbing Engineer:

Promus
4245 Land Road
Ball Ground, GA 30107

§ 1.1.11.2 Consultants retained under Supplemental Services:

GeoView – GeoPhysical Investigation
GeoView Inc., 4610 Central Avenue, St. Petersburg, FL 33711

Cal-Tech – Geotechnical Engineer
Cal-Tech Testing, Inc., PO Box 1625, Lake City, FL 32056

McMillen – Survey
McMillen Surveying Inc., 444 Northeast Main St., Williston, FL 32696

§ 1.1.12 Other Initial Information on which the Agreement is based:

N/A

Init.

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

ARTICLE 2 SERVICES UNDER THIS SERVICE ORDER

§ 2.1 The Architect's Services under this Service Order are described below or in an exhibit to this Service Order, such as a Scope of Architect's Services document.

§ 2.1.1 Basic Services

(Describe below the Basic Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

Refer to attached Fee Schedule and Section 4.1.1.

§ 2.1.2 Additional Services

(Describe below the Additional Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

New service order will be provided for additional services.

ARTICLE 3 COST OF THE WORK

§ 3.1

(Paragraphs deleted)

For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 3.2 The Owner's budget for the Cost of the Work is provided in Initial Information. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 3.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Bridging Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate.

§ 3.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Bridging Contract Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable Bridging Contract Documents market.

§ 3.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 3.6 If the Owner's budget for the Cost of the Work at the conclusion of the Bridging Contract Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

§ 3.7 If the Owner chooses to proceed under Section 3.6.4, the Architect shall modify the Bridging Contract Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Bridging Contract Documents Phase Services, or the budget as adjusted under Section 3.6.1. If the Owner requires the Architect to modify the Bridging Contract Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 4; otherwise the Architect's services for modifying the Bridging Contract Documents shall be without additional compensation. In any event, the Architect's modification of the Bridging Contract Documents shall be the limit of the Architect's responsibility under this Article 3.

ARTICLE 4 COMPENSATION

§ 4.1 For Basic Services described under Section 2.1.1, the Owner shall compensate the Architect as follows:

- .1 **Stipulated Sum**
(Paragraphs deleted)
- **\$248,940 refer to attached fee schedule**

§ 4.2 For Additional Services described under Section 2.1.2 or in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:
(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

New service order will be provided for additional services.

§ 4.3 For Reimbursable Expenses described in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:
(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

N/A

Init.

(Paragraph deleted)

ARTICLE 5 INSURANCE

§ 5.1 Insurance shall be in accordance with section 3.3 of the Master Agreement, except as indicated below:
(Insert any insurance requirements that differ from those stated in the Master Agreement, such as coverage types, coverage limits, and durations for professional liability or other coverages.)

Refer to Master Agreement

§ 5.2 In addition to insurance requirements in the Master Agreement, the Architect shall carry the following types of insurance.

(List below any other insurance coverage to be provided by the Architect, not otherwise set forth in the Master Agreement, and any applicable limits.)

Coverage	Limits
N/A	N/A

ARTICLE 6 PARTY REPRESENTATIVES

§ 6.1 The Owner identifies the following representative in accordance with Section 1.4.1 of the Master Agreement:
(List name, address, and other information.)

Director of Safety / Risk Management
City of Lake City
205 N., Marion Avenue
Lake City, FL 32055

§ 6.2 The Architect identifies the following representative in accordance with Section 1.5.1 of the Master Agreement:
(List name, address, and other information.)

Passero Associates, LLC
Andrew M. Holesko, CM, MBA
Chief Executive Officer, Sr. Planner
4730 Casa Cola Way
Suite 200
St. Augustine, FL 32095

ARTICLE 7 ATTACHMENTS AND EXHIBITS

§ 7.1 The following attachments and exhibits, if any, are incorporated herein by reference:

- .1 AIA Document, B121™-2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders;
- .2 Other Exhibits incorporated into this Agreement:
(Clearly identify any other exhibits incorporated into this Agreement.)

Fee Schedule
Project Sketch – City Hall
Project Sketch – Fire Station

- .3 Other documents:
(List other documents, if any, including additional scopes of service forming part of this Service Order.)

City Hall Feasibility Study by Brame Heuk Architects Inc. dated September 13, 2019
Fire Station Feasibility Study by Brame Heuk Architects Inc. dated September 13, 2019.

Init.

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User Notes:

(877415748)

This Service Order entered into as of the day and year first written above.

OWNER *(Signature)*

Mayor

Attest

City Clerk

City Attorney

ARCHITECT *(Signature)*

Andrew M. Holesko, CM, MBA
Chief Executive Officer, Sr. Planner

Init.

Additions and Deletions Report for **AIA[®] Document B221™ – 2018**

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 13:23:26 ET on 02/04/2021.

PAGE 1

SERVICE ORDER number _____ made as of the February day of _____ in the year Two thousand twenty-one

...

City of Lake City
205 North Marion Avenue
Lake City, FL 32055

Phone: 386-719-5768

...

(Name, legal status, address, and other information)

Passero Associates
4730 Casa Cola Way
Suite 200
St. Augustine, FL 32095
904.757.6106

...

Owner's Representative – Phase 1 (Architectural/engineering Design Services)

Project consists of two new building projects for the City of Lake City. The first, City Hall, is located in an approximately 2-acre vacant lot northeast of the intersection of NW Franklin Street and North Marion Avenue. The building will be approximately 16,000 square feet and shall fit into the aesthetic nature of the community. The construction type has not yet been defined and will be explored in the first phase of the project. The total project budget for the City Hall is \$4 million.

The Second, Fire Station, is located at 383 NW Hall of Fame Drive. The Fire Station will be approximately 6,300 square feet and is assumed to consist of pre-engineered metal building systems, with a total project budget of \$1.7 million.

...

This Service Order, together with the Master Agreement between Owner and Architect dated the _____ day of February in the year Two thousand twenty-one

PAGE 2

The Owner and Architect agree as follows.

...

3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION COST OF WORK

...

1.1 This Service Order and Service Agreement is based on the Initial Information set forth below. (For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")

§ 1.1 Unless otherwise provided in an exhibit to this Service Order, this Service Order and the Service Agreement are based on the Initial Information set forth below: (State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget and schedule, anticipated procurement method, Owner's Sustainable Objective, and other information relevant to the Project.)

§ 1.1.1 The Owner's City Hall and Fire Station Program: (Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)

Owners Program documents as listed in Article 7.1.3.

§ 1.1.2 The Project's physical characteristics: (Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)

Project consists of two new building projects for the City of Lake City. The first, City Hall, is located in an approximately 2-acre vacant lot northeast of the intersection of NW Franklin Street and North Marion Avenue. The building will be approximately 16,000 square feet and shall fit into the aesthetic nature of the community. The construction type has not yet been defined and will be explored in the first phase of the project. The total project budget for the City Hall is \$4 million.

The Second, Fire Station, is located at 383 NW Hall of Fame Drive. The Fire Station will be approximately 6,300 square feet and is assumed to consist of pre-engineered metal building systems, with a total project budget of \$1.7 million.

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Article 3.: (Provide total and, if known, a line item breakdown.)

Fire Station \$1.7 Million (initial budget); City Hall \$4 Million (initial budget)

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

.1 Design phase milestone dates, if any:

Fire Station Bid Documents - April 1, 2021 (planned)
City Hall Bid Documents - May 17, 2021 (planned)

.2 Construction commencement date:

Fire Station - May 18, 2021 (planned)
City Hall - July 20, 2021 (planned)

.3 Substantial Completion date or dates:

Fire Station - November 1, 2021 (planned)
City Hall – July 2022 (planned)

.4 Other milestone dates:

TBD

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:
(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)

Architect to procure Design Builder by utilizing a design and construction criteria package as Basis of Scope of Work with concurrence of the City.

§ 1.1.9 The Owner shall retain the following consultants and contractors:
(List name, legal status, address, and other contact information.)

§ 1.1.11 The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:
(List name, legal status, address, and other contact information.)

§ 1.1.11.1 Consultants retained under Basic Services:

1. Mechanical, Electrical, Plumbing Engineer:

Promus
4245 Land Road
Ball Ground, GA 30107

§ 1.1.11.2 Consultants retained under Supplemental Services:

GeoView – GeoPhysical Investigation
GeoView Inc., 4610 Central Avenue, St. Petersburg, FL 33711

Cal-Tech – Geotechnical Engineer
Cal-Tech Testing, Inc., PO Box 1625, Lake City, FL 32056

McMillen – Survey
McMillen Surveying Inc., 444 Northeast Main St., Williston, FL 32696

§ 1.1.12 Other Initial Information on which the Agreement is based:

N/A

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that ~~such information~~ the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the ~~schedule~~ Architect's services, schedule for the Architect's services, and the Architect's

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User Notes:

(877415748)

compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

PAGE 4

Refer to attached Fee Schedule and Section 4.1.1.

...

New service order will be provided for additional services.

~~ARTICLE 3 — DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION~~

~~ARTICLE 3 COST OF THE WORK~~

~~§ 3.1 Unless otherwise provided in an exhibit to this Service Order, the Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:~~

~~.1 — Commencement of construction date:~~

~~.2 — Substantial Completion date:~~

For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 3.2 The Owner's budget for the Cost of the Work is provided in Initial Information. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 3.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Bridging Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or

similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate.

§ 3.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Bridging Contract Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable Bridging Contract Documents market.

§ 3.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 3.6 If the Owner's budget for the Cost of the Work at the conclusion of the Bridging Contract Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

§ 3.7 If the Owner chooses to proceed under Section 3.6.4, the Architect shall modify the Bridging Contract Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Bridging Contract Documents Phase Services, or the budget as adjusted under Section 3.6.1. If the Owner requires the Architect to modify the Bridging Contract Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 4; otherwise the Architect's services for modifying the Bridging Contract Documents shall be without additional compensation. In any event, the Architect's modification of the Bridging Contract Documents shall be the limit of the Architect's responsibility under this Article 3.

PAGE 5

.1 Stipulated Sum
_____ *(Insert amount)*

.2 Percentage Basis
_____ *(Insert percentage value)*

_____ () % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 4.4.

.3 Other
_____ *(Describe the method of compensation)*

\$248,940 refer to attached fee schedule

...

New service order will be provided for additional services.

...

N/A

§ 4.4 When compensation identified in Section 4.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent

~~budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.~~

PAGE 6

Refer to Master Agreement

...

N/A

N/A

...

Director of Safety / Risk Management
City of Lake City
205 N., Marion Avenue
Lake City, FL 32055

...

Passero Associates, LLC
Andrew M. Holesko, CM, MBA
Chief Executive Officer, Sr. Planner
4730 Casa Cola Way
Suite 200
St. Augustine, FL 32095

...

Fee Schedule
Project Sketch – City Hall
Project Sketch – Fire Station

...

City Hall Feasibility Study by Brame Heuk Architects Inc. dated September 13, 2019
Fire Station Feasibility Study by Brame Heuk Architects Inc. dated September 13, 2019.

PAGE 7

OWNER *(Signature)*

Mayor

Attest

City Clerk

OWNER *(Signature)*

(Printed name and title)

City Attorney

ARCHITECT *(Signature)*

Andrew M. Holesko, CM, MBA
Chief Executive Officer, Sr. Planner

ARCHITECT *(Signature)*

(Printed name, title, and license number, if required)

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, Pete Wehner, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 13:23:26 ET on 02/04/2021 under Order No. 3729177776 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B221™ – 2018, Service Order for use with Master Agreement Between Owner and Architect, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

(Title)

(Dated)

OWNER'S REPRESENTATIVE – PHASE 1 (ARCHITECTURAL/ENGINEERING DESIGN SERVICES)

PROPOSED NEW CITY HALL AND FIRE STATION

LAKE CITY, FLORIDA

FEE SCHEDULE

REV. FEBRUARY 4, 2020

SCOPE OF WORK FOR OWNER'S REPRESENTATIVE (ARCHITECTURAL/ENGINEERING DESIGN SERVICES)

Project consists of two new building projects for the City of Lake City. The first, City Hall, is located in an approximately 2-acre vacant lot northeast of the intersection of NW Franklin Street and North Marion Avenue. The building will be approximately 16,000 square feet and shall fit into the aesthetic nature of the community. The construction type has not yet been defined and will be explored in the first phase of the project. The total project budget for the City Hall is \$4 million.

The Second, Fire Station, is located at 383 North Marion Avenue NW Hall of Fame Drive. The Fire Station will be approximately 6,300 square feet and is assumed to consist of pre-engineered metal building systems, with a total project budget of \$1.7 million.

Refer to attached project sketches for preliminary design and site layouts for each building.

1.0 OWNER'S REPRESENTATIVE, ARCHITECTURAL DESIGN AND BRIDGING DOCUMENTS

1.1. Concept, Programming and Feasibility

- Programming Services, not included (provided by others), except as follows:
 - Review preliminary information (feasibility studies, schedule, project budget, etc.) provided by the Client for both projects.
 - Present preliminary evaluation of information provided and reach and understanding with the Owner regarding the requirements of the Project.

1.2. Schematic Design

Create Concept Design per owner provided information and available documentation.

- Conduct a client kick-off meeting.
- Research of applicable local and state building codes and regulations.
- Create Conceptual Drawings that reflect design objectives, and program requirements. These plans shall include:
 - Building Floor Plans (options and final).
 - Building Elevations (Façade Design).
- Revisions to original design based on client's input.

- Prepare preliminary Statement of Probable Cost estimate. (Contractor assistance as required for better cost estimation, by OTAK).
- Coordination of soils borings and Geotechnical Evaluation.
- Coordination of Geophysical Investigation.
- Meetings:
 - Weekly progress meetings.
 - Meeting to review conceptual drawings.
 - Final meeting to review revised project designs and solutions.

1.3. Bridging Contract Documents

The Architect shall provide Bridging Contract Documents based on the approved Schematic Drawings. These documents shall protect the design, quality and budget for the project. *The Design-Builder shall be responsible for Construction Documents (final drawings and specifications) and for conformance to Bridging Contract Documents, code and regulatory requirements.*

- The Bridging Contract Documents shall include Design Guide Illustrations (Drawings) that establish the scope, relationships, forms, size, and appearance of the Project by means of:
 - Floor and detailed plans.
 - Building Sections.
 - Detailed Building Elevations.
 - Typical Construction Details.
 - Door and Window Schedules.
 - Finish plans and schedules.
- The Bridging Contract Documents shall include Owner's Minimum Requirements (specifications) that identify major materials and systems and establish in general their quality levels.
- Provide an updated Statement of Probable Cost Estimate. (Contractor assistance as required for better cost estimation, by OTAK).
- Meetings:
 - Weekly progress meetings.
 - Final meeting to review Bridging Contract Documents prior to bidding.

SCOPE OF WORK FOR BUILDING ENGINEERING DESIGN SERVICES

2.0 MEP DESIGN SERVICES

2.1. HVAC, Plumbing and Fire Protection Design Services

- Kick-off meeting with Client and Architect to review Project requirements and design intention.
- Define Mechanical, Plumbing and Fire Protection requirements.
- Stipulate applicable codes and standards.
- Define Design Criteria and requirements for HVAC load calculations and design conditions.
- Define standards for materials and equipment to be used for ductwork, piping insulation, etc.
- Define HVAC system type.
- In consultation with the Architect, define minimum chase/plenum sizes and equipment room location and sizes.
- In consultation with the Architect, define preferred location for all ceiling grilles/louvers and devices.
- Define HVAC control systems.
- Define Testing, Adjusting and Balancing requirements.
- Define Plumbing Design Criteria requirements.
- Fully define Plumbing fixtures and viable accessories.
- Define standards for materials and equipment to be used for sanitary, domestic water and gas piping.
- Define Design Criteria and stipulate requirements to be used for Fire Protection Systems.
- Define standards for materials and equipment to be used for fire protection piping.
- Define Commissioning requirements (if required).
- Attendance at two (2) design review meetings (virtual).
- Provide Design Criteria in CSI format, as required.

2.2. Electrical Design Services

- Kick-off meeting with Client and Architect to review Project requirements and design intention.
- Stipulate minimum codes and standards.
- Define Design Criteria and requirements to be used for electrical load calculations and distribution equipment.
- In consultation with the Architect, define equipment room location and sizes.
- Define emergency power system requirements (if required).
- Define standards for materials and equipment to be used for lighting, receptacles, transformers, panels, switchgear, etc.
- In consultation with the Architect, define locations for general and special lighting except where general lighting foot candle levels are acceptable.
- Where lighting fixtures and systems are an integral part of the architectural design, lighting should be fully defined and illustrated.
- In consultation with the Architect, define locations for receptacles, switches and other devices.
- Stipulate requirements for Life Safety Systems.
- Define Commissioning requirements (if required).

- Attendance at two (2) design review meetings (virtual).
- Provide Design Criteria in CSI format, as required.

3.0 STRUCTURAL DESIGN SERVICES

3.1. Structural Design Services

- Kick-off meeting with Client and Architect to review Project requirements and design intention.
- Stipulate minimum codes and standards.
- Define Design Criteria and requirements to be used for structural systems.
- Provide conceptual structural consultation and preliminary structural member sizing as needed.
- Provide preliminary structural general notes and material specifications on drawings.
- Provide Design Criteria in CSI format, as required.
- Attendance at two (2) design review meetings.

SCOPE OF WORK FOR CIVIL ENGINEERING DESIGN SERVICES

4.0 CIVIL ENGINEERING DESIGN AND CONSTRUCTION DOCUMENTS

4.1. Schematic Design Services

- Research current zoning criteria and determine necessary approval process, permits and project timeline.
- Investigate available utilities and capacities relative to proposed use including site visits, meetings with clients, City Officials and utility permitting agencies.
- Review site physical conditions and its potential for effecting the proposed development (buffers, wetlands, flood plain, steep slopes, etc.).
- Review site accessibility.
- Prepare one Conceptual Plan based upon the above findings.

4.2. Bridging Contract Documents

- Prepare a 60% Site plan based upon conceptual site layout.
- Prepare a Utility Plan to indicate storm, sanitary, and water services to site facilities. Design includes and is limited to utilities available on-site. Our services include computations for water supply, sanitary system and storm sewers.
- Preparation of 60% Utility Profiles for utility installation and pavement surfaces.
- Prepare Cost Estimate.
- Preparation of a 60% Grading Plan/Erosion Control Plan. Design includes Earthwork estimate.
- Preparation of local and state forms to accompany applications to approval agencies, City and State as required. (preliminary only)
- City, County and State agency/municipality permits and approvals are not included within this fee.

5.0 LANDSCAPE DESIGN SERVICES

5.1. Landscape Design

- We will provide a 60% Landscape Design Plan in our plan set.

SCOPE OF WORK FOR BIDDING AND CONSTRUCTION PHASE SERVICES

6.0 BIDDING PHASE SERVICES

6.1. Bidding Phase Services (Design-Builder Solicitation)

- Bidding assistance including answering RFI questions and issuing clarifications, as required.
- One (1) pre-bid walk-thru with potential bidders (Design-Builder).
- Preparation and distribution of bid addenda as needed.
- Preparation of Bid Results.
- Review of bidder proposals for compliance with the minimum requirements of the solicitation.
- Distribute copies of the proposals to the evaluators.
- Interviews with low bidders and record proceedings.
- Recommendation to City to award through a final report and presentation to the City.
- Assist the City and the award recipient with completing and executing the design-build contracts, including the development of the basis of design-documents, the guaranteed maximum pricing (GMP) exhibit, if applicable, and the clarification and documentation of appropriate sections of the design-builders proposal, if necessary.
- The bidding phase will be considered complete upon the execution of the design-build contract by the parties or by the cessation of negotiations by the parties, unless the parties decide to establish the GMP after execution of the design-build contract, in which case the Owner's Representative will assist the City in reviewing and negotiating the design-builders GMP proposal.

7.0 OWNER'S REPRESENTATIVE SERVICES (PHASE 2), DURING CONSTRUCTION (NOT INCLUDED, TO BE NEGOTIATED AT A LATER DATE)

SCOPE OF WORK FOR SUPPLEMENTAL SERVICES

8.0 SITE INVESTIGATIONS AND COORDINATION

8.1. Subsurface Investigation (Geotechnical Investigation)

- Geotechnical site investigation will be conducted in the areas of proposed fire station, city hall and associated parking and stormwater management facility(ies). An associated geotechnical report shall be provided to the client.

8.2. Subsurface Investigation (Geophysical Investigation)

- A geophysical investigation will be conducted using ground penetrating radar and time domain electromagnetics. The purpose of the survey is to identify metallic and non-metallic buried objects at the project sites. An associated report shall be provided to the client.

9.0 SURVEYING SERVICES

9.1. Boundary Survey:

- We will conduct an updated survey of the site for the purpose of creating a new boundary map.

9.2. Topographic Survey:

- We will conduct a topographic survey of the development area and include detailed survey information of utility connection areas.
- Miscellaneous Survey:
We will prepare closure calculations, review abstract (client provided) and prepare legal description for easements.

CONTRACT ASSUMPTIONS AND EXCLUSIONS

10.0 ASSUMPTIONS

10.1. Schedule (also see attached schedule) and Key Tasks/Milestones

- Programming Review: December 1-December 9, 2020.
 - Approved Program.
- Schematic Design: December 7-December 23, 2020.
 - Approved Concept Design.
- Bridging Documents: December 23, 2020 – January 29, 2021.
 - Approved Bridging Documents.
 - Approved Design Criteria.
- Procurement (Bidding): February 1 – March 15, 2021.
 - Recommendation to Award by March 8, 2021.
 - Commission Contractor Approval by March 15, 2021.
- Construction (Fire Station): March 16 – November 1, 2021.
 - Certificate of Occupancy by November 1, 2021.
- Construction (City Hall): March 16, 2021 – July 1, 2022.
 - Certificate of Occupancy by July 1, 2022.

11.0 CONTRACT EXCLUSIONS

Below we have listed services that are excluded from those provided in our Basic Owner's Representative Services. If during the review process, any of these additional services are required, we will work with you to identify the associated costs.

- Any item not explicitly outlined herein.
- Environmental Testing and Auditing.
- Special Inspections and Construction Testing. Special Inspections Services provided includes only the preparation of the initial statement of Special Inspections and Construction Testing that the project might be required to undertake.
- Commissioning Services.
- Interior design services including Furniture Selection or Coordination.
- Post-Construction Record Documents, unless otherwise included.
- LEED Certification and Approval Process unless otherwise specified herein.
- Payment of Any Utility Fees, County Health Department Fees, permit fees and/or any Other Utility Company Fees Related to Work Designed, Service Upgrades, and Reports.
- City, County and State agency/municipality permits and approvals.
- HVAC:
 - Selection, layout, and specification of other mechanical systems that are not included in the Scope of Work above.
- Plumbing

- Selection, layout, and specification of other plumbing systems that are not included in the Scope of Work above.
- Site utility design and engineering is provided under separate contract or by others.
- It is assumed that there is sufficient water pressure available to serve the required domestic water system. The design and specification of a booster pump system is not included.
- Fire Protection
 - Selection, layout, and specification of other fire protection systems that are not included in the Scope of Work above.
 - It is assumed that there is sufficient water pressure available to serve the required fire protection system. The design and specification of a fire pump/booster system is not included.
 - Hydraulic calculations are by eventual fire protection contractor.
- Electrical
 - Selection, layout, and specification of electrical systems that are not included in the Scope of Work above, including (but not limited to) the selection, layout, and specification of sound systems, paging systems, security systems, telephone-data equipment, and emergency power/generator systems.
 - Site electric utility design and engineering is provided under separate contract or by others.

FEE SCHEDULE SUMMARY

1.0 OWNER’S REPRESENTATIVE AND ARCHITECTURAL DESIGN SERVICES

Schematic Design Documents.....	\$35,250
Bridging Contract Documents.....	\$95,750
Summary of Architectural Design Fees	\$131,000

2.0-5.0 BUILDING ENGINEERING DESIGN SERVICES

HVAC, Plumbing, Fire Protection, Electrical Design Services.....	\$26,000
Structural Design Services.....	\$25,000
Civil Engineering Design Services	\$30,000
Landscape Design Services	Included in Civil Design Fee
Summary of Building Engineering Design Fees	\$81,000

6.0-7.0 BIDDING AND CONSTRUCTION PHASE SERVICES

Bidding and Contract Services.....	\$15,000
Construction Phase Services.....	Future, Not Included in this Authorization
Summary of Bidding and Construction Phase Services Fees.....	\$15,000

TOTAL OWNER’S REPRESENTATIVE AND DESIGN SERVICES FEE..... \$227,000

8.0-9.0 SUPPLEMENTAL SERVICES

Geotechnical Investigation	\$5,600
Geophysical Investigation	\$6,700
Survey	\$9,640
Summary of Supplemental Services Fees.....	\$21,940

TOTAL OWNER’S REP, DESIGN AND SUPPLEMENTAL SERVICE FEE..... \$248,940

REIMBURSABLE EXPENSE ESTIMATE

Printing, copying, and miscellaneous expenses.....	Included in Design Service Fee
--	--------------------------------

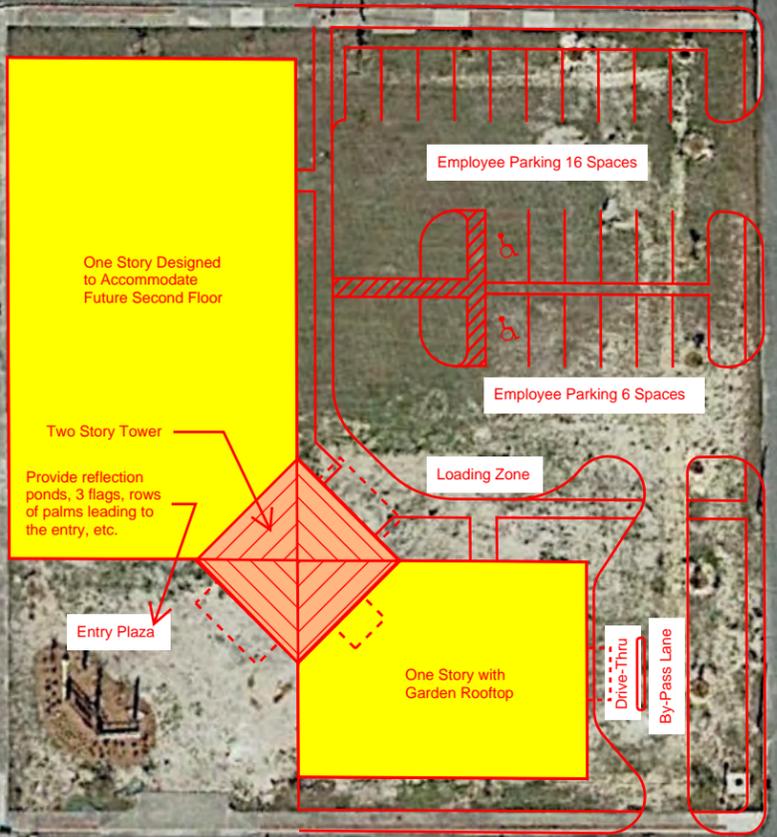


Lake City - City Hall

Conceptual Site Plan

Legend

NE Leon St



SW Columbia Ave

SW St Hwy 47

NE Hernando Ave

NE Franklin

NE Hillsboro St



100 ft



NEW CITY HALL
PROJECT FEASIBILITY



DRAFT/ REVIEW
SUBMITTED TO CITY OF LAKE CITY:

September 13, 2019





Brame Heck Architects Inc.		Architecture
Gmuer Engineering, Inc.		Civil Engineering
H2 Engineering		Mechanical, Electrical, Plumbing & Fire Protection

**ADDRESS**

606 N.E. First Street
Gainesville, FL 32601
United States

PHONE

P | 352.372.0425

ONLINE

www.brameheck.com
E | info@brameheck.com

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OVERVIEW

Brame Heck Architects is pleased to present this programming needs and preliminary design analysis for a new City Hall for the City of Lake City, FL. This study includes information we have collected about the space requirements of nine county departments that will be co-located in this building. We gathered information about each space, or group of spaces including the sizes, adjacencies, and requirements such as security, public access, lighting, views, and commonly utilized areas. We worked from the specific internal requirements, organizing our study by department, and then studied how departments would be organized and integrated together. We prepared diagrams to envision how departments fit together in plan, and generated several different siting options on two different sites. Project Site 1 is roughly located in at the southeast corner of N Marion Avenue and NE Leon Street, and Project 2 is located at the southeast corner of NE Hernando Avenue and NE Veterans Street. Finally, we prepared a budget analysis for the preferred siting option. Our goal is to analyze the project not only in terms of first cost / construction budget, but also in terms of logistics, operational considerations, usability for staff and convenience to the public.

PROCESS | DATA GATHERING

Our first step toward completing the space needs analysis was to obtain input from the department staff members that would be relocated to the new building. This was done first by preparing and distributing a questionnaire for staff to complete and following up with a series of brief interviews with department heads. We included questions about current staffing needs and projected future staffing needs. We asked about needs for different space types such as private offices, open office, work space, conference areas, storage, break rooms, and reception areas. We also asked specific questions about requirements for public access, security needs, office equipment, and space/function adjacencies. We then compiled the information, and tabulated the square footage requirements for each department. This constitutes the **program** for the project. We attempted to provide a conservative “space budget”, and would anticipate the program requirements could be refined going forward with a schematic design phase with the goal of increased efficiency in the plan, while maintaining all the departmental use requirements, operational efficiencies, and aesthetic goals.

PROCESS | SPACE ANALYSIS

Using the program quantities, we prepared several diagrams of the space needs data to study each group in terms of their requirements for regular (or periodic) public access, the volume of public access required, security, storage, and other needs. For example, Customer Service requires regular daily access by the public; sometimes their volume can be quite high – around 80+ visitors in one day. Information Technology requires a loading area with adjacent storage and no public access. Other departments such as Administration and City Council require easy public access to meetings with staff offices. City Council wishes to have a secure waiting area that allows for a somewhat more restricted access into the offices. These areas need to be located on the first level with relatively easy access to the public.

The Procurement department requires semi-regular public access and office use in order to hold pre-bid and committee meeting, while departments that receive fewer in-office visits from the public include Human Resources, Risk management, City Manager’s Office, Growth Management, and Finance. Public interaction with these departments generally occurs within their department, and we felt that these departments could be located on a second level above the street with more restricted access to the public.

Generally, within each department there are concerns about public access that are necessarily tempered by concerns about security, the handling of private data, etc. In addition, the organization of each department as an individual unit must be weighed against the need for spatial efficiency and economy. In our study, we have preliminarily grouped departments based on these concerns, looking for efficiency of shared building resources such as break areas, restrooms, conference spaces, and so forth. It should be emphasized that we have not generated building plans at this point. The design portion of this study is preliminary, and we would endeavor to find additional efficiencies in the plan as we go forward with schematic design.

PROCESS | SITE STUDIES

Once we had a basic understanding of the space needs of individual departments, we proceeded to arrange them on two different sites configuration. The first (and larger) site is bounded by Leon Street on the north, Marion Ave on the west, and extends across Franklin Street to encompass half the block to the south, and across Hernando Avenue to onto a portion of the block to the east. We looked at five different scenarios in planning this set of blocks. The first four scenarios limit the development to the single block bounded by Leon, Franklin, Hernando, and Marion. The fifth option crosses Franklin and utilizes part of the block to the south, envisioning a partial street closure. The southern site is bounded by Hernando Ave, NE Veterans Street, Lake Desoto Circle, and Madison Street. The buildable area on this block is significantly less than on the other site, and it is currently utilized for parking. The proposed building would fit on this site, and it is an option, although a change in zoning would be advised so setbacks can be modified to allow the building to be located closer to the street. In the end, from a planning standpoint, the site concept 1B is the preferred option, as it places the building on the corner of a main public street, and allows for parking and other access pints to the rear of the site. This also would allow for future development of the site to potentially cross the existing roads, and create additional public pedestrian spaces on the site.

PROCESS | BUILDING HARDENING

We were asked to look at including costs for making a hardened structure so the building would be occupiable in the event of a hurricane and the aftermath, as well as other emergency events. We are not assuming that this building would be a shelter, or an Emergency Operations Center, since the public safety building serves

that purpose for fire and police departments. However, this building would need to allow that certain government services would remain operational in an emergency situation. There are no overarching guidelines for this, other than how we treat the building envelope, providing a generator, and how Mechanical and electrical equipment is placed and deployed. The specific requirements would need to be outlined in detail by the city, so the design team can meet those requirements. However, in this report we have allowed for the following specific items:

- 1) The building envelope (roof, walls, windows, doors) would be resistant to debris impact. FEMA provides guidelines and cost data for addressing envelope, structural elements and opening protection amounting to an additional 5-7% of the overall building cost. When the basic wind speed is 140 mph. We added this as a line item in the budget section of this report.
- 2) The addition of a protected generator capable of supporting occupied spaces (not necessarily the whole building). Basic costs for a generator that would cover basic life safety (elevators and selected loads such as lighting) are included in the electrical section of the budget, while a premium for an upgraded generator (to support half the building, including HVAC systems) is included in the “generator” line item.
- 3) Upgrades to mechanical and electrical systems.

PROCESS | BUDGET ANALYSIS

We studied the preferred siting scenario in terms of budget. A detailed discussion of this analysis follows in the Cost Analysis section of this report.

DEPARTMENT PERSONNEL



| ADMINISTRATION

- CITY MANAGER
- ASSISTANT CITY MANAGER
- SECRETARY
- GRANT AND SPECIAL EVENTS

| COUNCIL OFFICE

- CITY CLERK
- DEPUTY CITY CLERK
- RECORDS COORDINATOR
- CITY COUNCIL MEMBERS



| CUSTOMER SERVICE

- CUSTOMER SERVICE MANAGER
- CUSTOMER SERVICE COORDINATOR
- CUSTOMER SERVICE REPRESENTATIVES
- TAP AND IMPACT
- COLLECTIONS



| GROWTH MANAGEMENT

- DIRECTOR
- PERMIT TECHNICIAN
- BUSINESS LICENSING
- PLANNING AND ZONING

| HUMAN RESOURCES

- DIRECTOR
- GENERALIST
- CLERK



| INFORMATION TECHNOLOGY

- DIRECTOR
- ASSISTANT DIRECTOR
- TWO SYSTEM SPECIALIST
- TWO HELP DESK
- SECURITY SPECIALIST

| PROCUREMENT

- DIRECTOR
- COORDINATOR
- CLERK

SAFETY/RISK MANAGEMENT

- DIRECTOR

| FINANCE

- DIRECTOR
- ASSISTANT
- SENIOR ACCOUNTANTS



DEPARTMENT

NET AREA TOTALS

PERSONNEL

DEPARTMENT	CURRENT	FUTURE	SF
Administration	3	5	1036 SF
Council Office	5	5	3368 SF
Customer Service	10	13	1768 SF
Growth Management	5	7	856 SF
Human Resources	2	3	806 SF
Information Technology	5	8	2354 SF
Procurement Department	4	5	692 SF
Risk Management	1	2	400 SF
Finance	6	6	1470 SF

TOTAL | 12,750 NSF

Additional for MEP	6%	765 SF
Circulation	20%	2550 SF

TOTAL | 16,065 GSF



PRESENT DPT. | 3
DPT. IN 5 YEARS | 5
DPT. IN 10 YEARS | 5
IN OPEN OFFICE | 1
PRIVATE OFFICES | 3

ADMINISTRATION JOSEPH HELFENBERGER

STAFFING POSITIONS

PRESENT:

1 City Manager- Dept. Head	1 office @ 260 SF	260 SF
2 Assistant City Manager	1 office @ 200 SF	200 SF
3 Secretary	1 office @ 150 SF	150 SF

FUTURE GROWTH:

Grant Administrator	1 office @ 150 SF	150 SF
Special Events Coordinator	1 office @ 150 SF	150 SF

SUBTOTAL 910 SF

SUPPORTING SPACES

File Room	1 - 8'x12'	96 SF
Coffee Area/Sink	1 - 5'x6'	30 SF

SUBTOTAL 126 SF

TOTAL 1036 NSF



PRESENT DPT. | 8
 DPT. IN 5 YEARS | 9
 DPT. IN 10 YEARS | 9
 # IN OPEN OFFICE | 1
 PRIVATE OFFICES | 3

COUNCIL OFFICE AUDREY SIKES

STAFFING POSITIONS

1 City Clerk - Dept Head	1 office @ 260 SF	260 SF
2 Deputy City Clerk	1 office @ 260 SF	260 SF
3 Records Coordinator	1 office @ 150 SF	150 SF
4 Mayor	1 shared office @ 200 SF	200 SF
5 City Council Member		
6 City Council Member		
7 City Council Member		
8 City Council Member		
FUTURE GROWTH:		
Additional Records Coordinator Position	included above	

SUBTOTAL 870 SF

SUPPORTING SPACES

Vault / Clerk	1- 12'x24'	288 SF
Council Chamber	1- 40'x 50'	2000 SF
Record/File Storage Room(s)	1 - 14'x15'	210 SF
SUBTOTAL		2498 SF
TOTAL		3368 NSF



PRESENT DPT. | 10
 DPT. IN 5 YEARS | 10
 DPT. IN 10 YEARS | 12
 # IN OPEN OFFICE | 7
 PRIVATE OFFICES | 5

CUSTOMER SERVICES KATRINA MEDEARIS

STAFFING POSITIONS

1 Customer Service Manager - Dept Head	1 office @ 260 SF	260 SF
2 Customer Service Coordinator	1 office @ 200 SF	200 SF
3 Tap and Impact Coordinator	1 office @ 150 SF	150 SF
4 Customer Service Collections	1 office @ 150 SF	150 SF
5 Customer Service Representative	1- 10'x8' cubicle w window	80 SF
6 Customer Service Representative	1- 10'x8' cubicle w window	80 SF
7 Customer Service Representative	1- 10'x8' cubicle w window	80 SF
8 Customer Service Representative	1- 10'x8' cubicle w window	80 SF
9 Customer Service Representative	1- 10'x8' cubicle w window	80 SF
10 Billing	1- 10'x8' cubicle	80 SF
FUTURE GROWTH:		
Collections	1 shared office @ 200 SF	200 SF
Tap and Impact		

SUBTOTAL **1440 SF**

SUPPORTING SPACES

Drive-Thru	1 - 16'x16'	256 SF
Closet/storage	1 - 6'x7'	42 SF
Coffee Area/Sink	1 - 5'x6'	30 SF

SUBTOTAL **328 SF**
TOTAL **1768 NSF**



PRESENT DPT. | 5
 DPT. IN 5 YEARS | 6
 DPT. IN 10 YEARS | 7
 # IN OPEN OFFICE | 2
 PRIVATE OFFICES | 1

GROWTH MANAGEMENT
 DAVID YOUNG

STAFFING POSITIONS

1 Director - Dept. Head	1 office @ 260 SF	260 SF
2 Permit Technician	1 - 10'x10' cubicle	100 SF
3 Business Liscensing/Code enforcement	1 - 10'x10' cubicle	100 SF
4 Planning + Zoning Administration	1 - 10'x10' cubicle	100 SF
FUTURE GROWTH:		
Administrative Assistant	1 - 10'x10' cubicle	100 SF
Building Inspector	1 - 10'x10' cubicle	100 SF
SUBTOTAL		760 SF

SUPPORTING SPACES

Plan Review Area	1 - 8'x12'	96 SF
SUBTOTAL		96 SF
TOTAL		856 NSF



PRESENT DPT. | 2
DPT. IN 5 YEARS | 3
DPT. IN 10 YEARS | 3
IN OPEN OFFICE | 0
PRIVATE OFFICES | 2

HUMAN RESOURCES MICHELE GREENE

STAFFING POSITIONS

1 HR Director- Dept. Head	1 office @ 200 SF	200 SF
2 HR Generalist	1 office @ 150 SF	150 SF
FUTURE GROWTH:		
HR Clerk	1 office @ 150 SF	150 SF
SUBTOTAL		500 SF

SUPPORTING SPACES

Work Area	1 - 12'x14'	168 SF
File room	1 - 8'x12'	96 SF
Closet/Storage Room	1 - 6'x7'	42 SF
SUBTOTAL		306 SF
TOTAL		806 NSF



PRESENT DPT. | 5
 DPT. IN 5 YEARS | 7
 DPT. IN 10 YEARS | 8
 # IN OPEN OFFICE | 0
 PRIVATE OFFICES | 6

INFORMATION TECHNOLOGY
 BRANDON SIVIK
 PRESTON O'STEEN

STAFFING POSITIONS

1 Director	1 office @ 256 SF	256 SF
2 Assitant Director	1 office @ 256 SF	256 SF
3 Two System Specialist	1 office @ 120 SF	120 SF
4 Two Help Desk	1 office @ 120 SF	120 SF
5 Security Specialist	1 office @ 120 SF	120 SF
FUTURE GROWTH:		
Assitant Director	1 office @ 120 SF	120 SF
Application Specialist	1 office @ 120 SF	120 SF
Security Specialist	1 office @ 120 SF	120 SF
SUBTOTAL		1232 SF

SUPPORTING SPACES

Multi-Purpose Work/Loading Area	1- 16'x26'	416 SF
Storage Space	1- 16'x 16'	256 SF
Work/Bench Space	1- 15'X18'	270 SF
Server/Rack Room	1 - 10'x15'	150 SF
Coffee Area/Sink	1 - 5'x6'	30 SF
SUBTOTAL		1122 SF
TOTAL		2354 NSF



PRESENT DPT. | 4
DPT. IN 5 YEARS | 5
DPT. IN 10 YEARS | 5
IN OPEN OFFICE | 1
PRIVATE OFFICES | 3

PROCUREMENT KAREN NELMES

STAFFING POSITIONS

1 Director of Procurement	1 office @ 200 SF	200 SF
2 Procurement Coordinator	1 office @ 150 SF	150 SF
3 Procurement Clerk	1 office @ 150 SF	150 SF
4 Warehouse member (out of office)		
FUTURE GROWTH:		
Procurement Analyst	1 office @ 150 SF	150 SF
SUBTOTAL		650 SF

SUPPORTING SPACES

Closet	1- 6'x 7'	42 SF
SUBTOTAL		42 SF
TOTAL		692 NSF



PRESENT DPT. | 1
DPT. IN 5 YEARS | 1
DPT. IN 10 YEARS | 2
IN OPEN OFFICE | 0
PRIVATE OFFICES | 2

SAFETY/RISK MANAGEMENT STEPHEN A.ROBERTS

STAFFING POSITIONS

1 Director	1 office @ 200 SF	200 SF
FUTURE GROWTH:		
Director-Second Position	1 office @ 200 SF	200 SF
SUBTOTAL		400 SF

SUPPORTING SPACES

SUBTOTAL		0 SF
TOTAL		400 NSF



PRESENT DPT. | 6
DPT. IN 5 YEARS | 6
DPT. IN 10 YEARS | 6
IN OPEN OFFICE | 0
PRIVATE OFFICES | 6

FINANCE
DONNA F. DUNCAN

STAFFING POSITIONS

1 Director of Finance	1 office @ 200 SF	260 SF
2 Assistant Finance Director	1 office @ 200 SF	200 SF
3 Senior Accountant	1 office @ 200 SF	200 SF
4 Senior Accountant	1 office @ 200 SF	200 SF
5 Senior Accountant	1 office @ 200 SF	200 SF
6 Accounting Clerk	1 office @ 200 SF	200 SF

SUBTOTAL 1260 SF

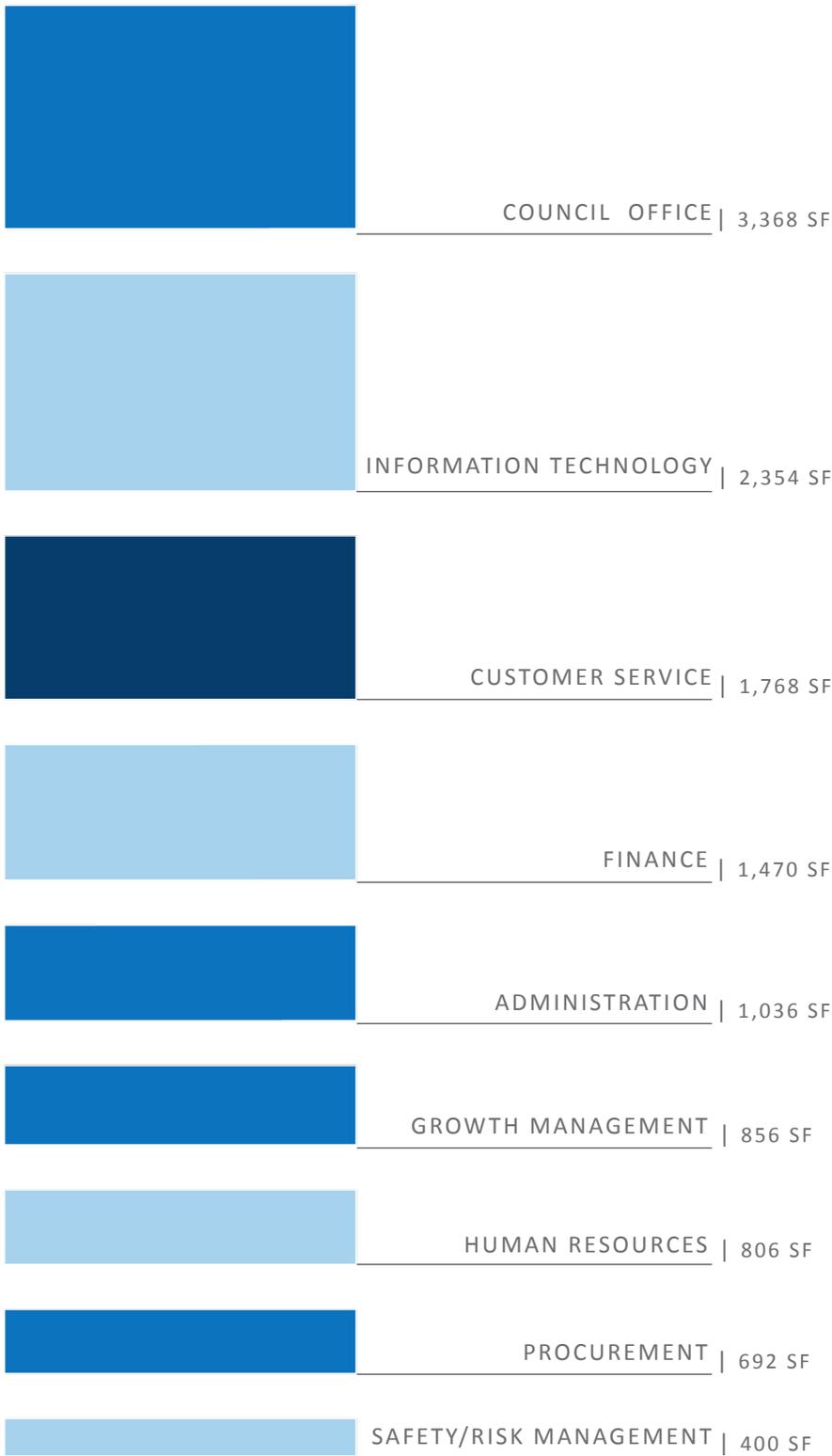
SUPPORTING SPACES

Work Area	1- 12'x 14'	168 SF
Closet/Storage	1- 6'x 7'	42 SF

SUBTOTAL 210 SF
TOTAL 1470 NSF



DEPARTMENT AREA DIAGRAM



This diagram shows the relative space needs of each department, based on questionnaire responses, brief interviews of each department, and other research. The departments are organized by reported space needs and tagged with respective square footage totals. These totals include space for the staffing positions (department head, supervisor and clerk offices), supporting spaces (conference/break/storage rooms), and growth in the department, as well as circulation and MEP (Mechanical/Electrical/Plumbing) space.

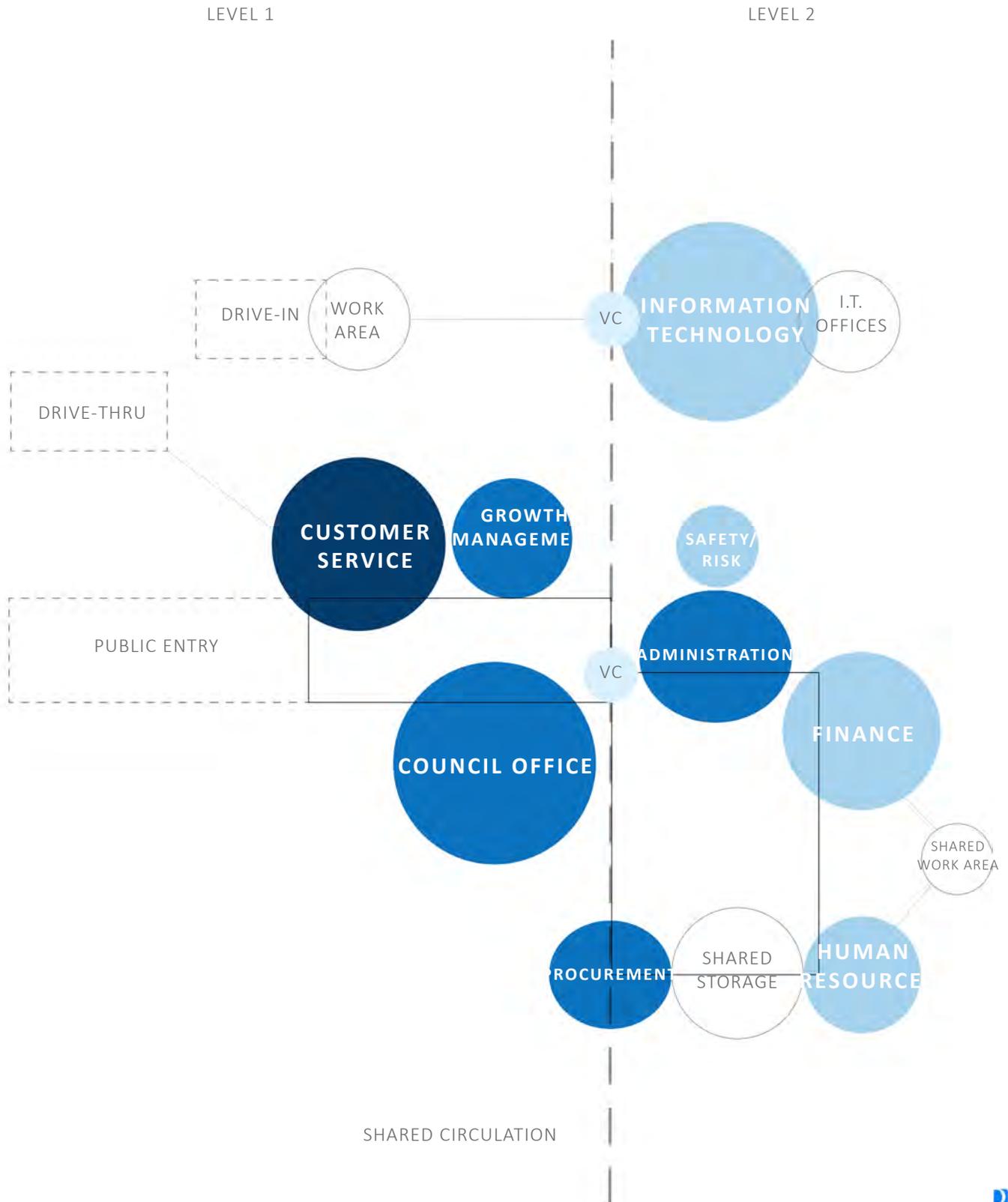


ADJACENCY DIAGRAM

The Adjacency Diagram (also known as “Bubble Diagram”) helps to visualize the relationships between departments. The colors are keyed to degrees of public/private access, providing a method of organizing the overall complex. This diagram also identifies shared elements of the program and department separation needs (based on input from the departments.)

Based on the information gathered from surveys and interviews, we noted which departments could easily share resources. For example, the Customer Service department shares circulation with City Council, and Growth Management. These departments also require greater public access, so would be located near the first level public entry. The customer service department requires a drive through window as well. Information Technology claims space on both levels, with storage, receiving and a vehicle work area located in the first level, and offices and bench areas on the second level. Restrooms, conference rooms, and break rooms are shared between departments in both levels. Finance, Procurement, Human Resources, Administration, and Safety/Risk share circulation and common work spaces. Some conference rooms double as work rooms and training.

ADJACENCY DIAGRAM



OVERVIEW

These diagrams show space relationships within each department in greater detail, demonstrating private, semi-private, public, and shared spaces in a gradient of dark to light with yellow defining the shared spaces per department.

COMBINED GROUP (Level 2)

Includes the departments of Finance, Procurement, Human Resources, Administration, and Safety/Risk Management. The Diagram focuses on these as a group that can allow for shared common spaces between the departments. These spaces include file, conference, and storage rooms along with a break room.

CUSTOMER SERVICE

This department is arranged to wrap around the main lobby entrance. Six window/cubicles are placed towards the waiting area and private offices are positioned next to storage. Customer service representatives are able to move between cubicles and drive-thru window if needed.

COUNCIL OFFICE

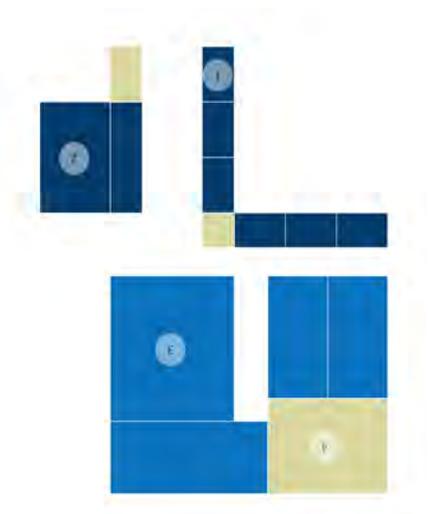
The private clerk offices, which include the Mayor's office, are arranged around the edges of the council room to allow easier access in-between spaces. A reception area allows a secure waiting area where visitors can be directed to the appropriate clerk.

GROWTH MANAGEMENT

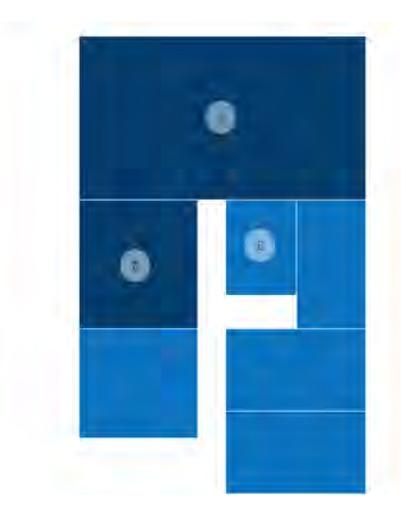
Growth Management is arranged in an open space plan with high walls cubicles for the director and specialists. Visitors will come in to the waiting area and be greeted by a staff member behind a counter. Additional supporting spaces include a plan review room and shared conference space for pre-planning and staff meetings.

1ST LEVEL

CUSTOMER SERVICE



COUNCIL OFFICE

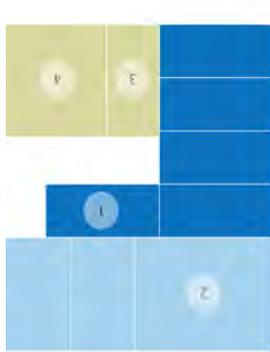


CUSTOMER SERVICE

- 1. CUBICLES
- 2. DRIVE-THRU
- 3. CUSTOMER SERVICE OFFICES
- 4. STORAGE

COUNCIL OFFICE

- 1. COUNCIL ROOM
- 2. RECEPTION
- 3. CITY CLERK

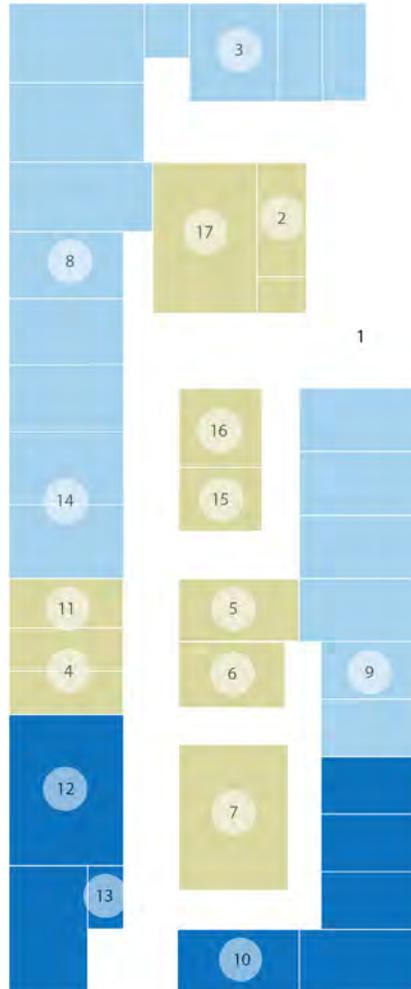


GROWTH MANAGEMENT

- 1. RECEPTION/ASSISTANT
- 2. G.M. DIRECTOR
- 3. PLAN REVIEW
- 4. FILE ROOM



COMBINED 2ND LEVEL



- | | | |
|---------------------|--------------------|----------------------|
| 1. LOBBY | 8. FINANCE | 14. SAFETY/RISK |
| 2. STAIR | 9. HR | 15. FILE ROOM |
| 3. I.T. OFFICES | 10. PROCUREMENT | 16. FILE ROOM |
| 4. RESTROOMS | 11. STAIR | 17. LARGE CONFERENCE |
| 5. SMALL CONFERENCE | 12. ADMINISTRATION | |
| 6. WORK AREA | 13. STORAGE | |
| 7. BREAK | | |

INTRODUCTION

Lake City is exploring development options for two sites to host a New City Hall complex. The project sites are located in the urban core of Lake City, within a few blocks of the existing City Hall and the County Administration Complex. The majority of the surrounding properties are relatively small lots (half an acre or less) on gridded city blocks with a variety of existing public, institutional, and commercial uses. With several vacant and underutilized lots in the urban core of the City, this project presents an exciting opportunity to continue the redevelopment and revitalization of Lake City's downtown.

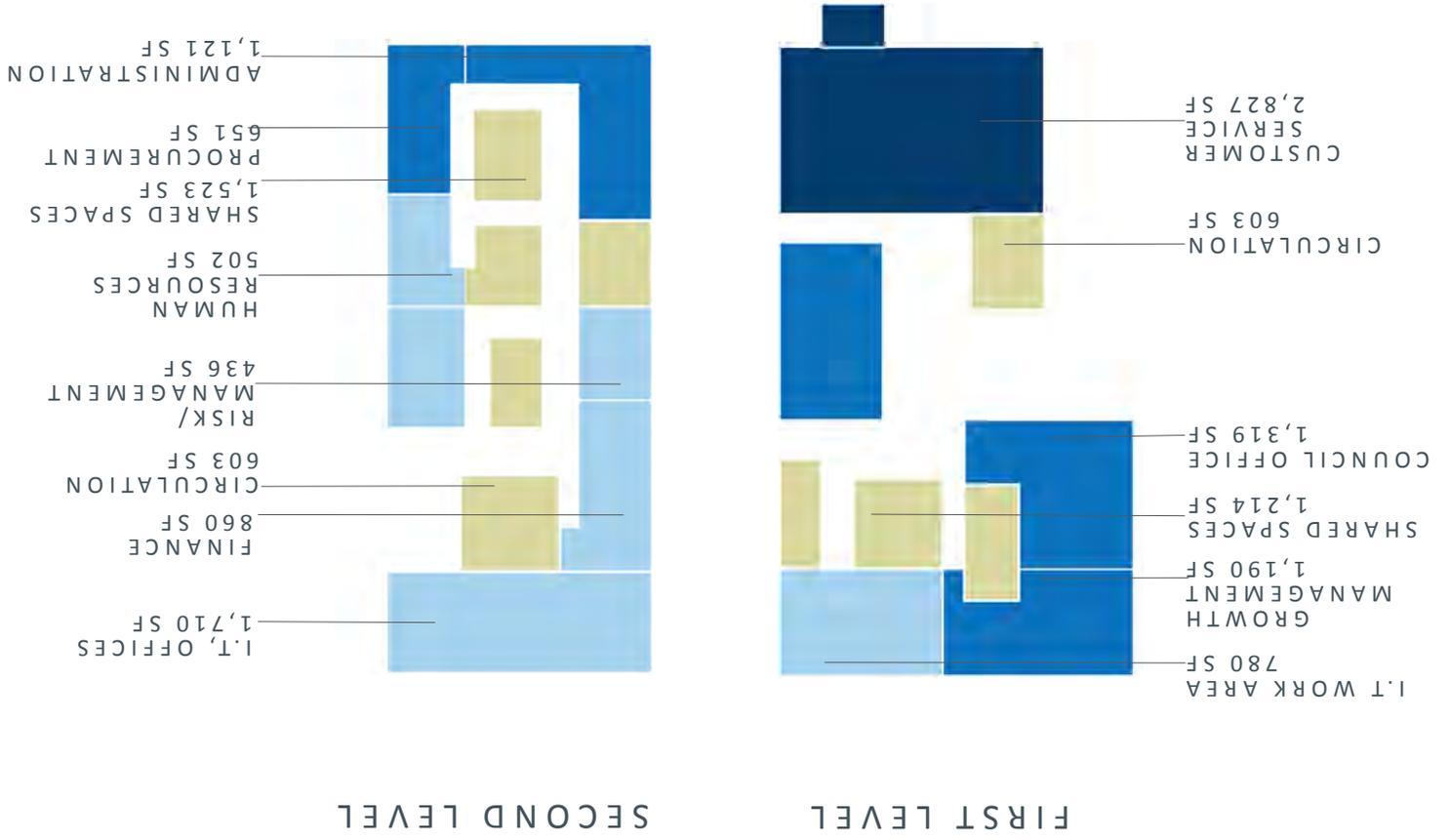
PROJECT SITE 1

Project Site 1 is currently vacant land owned by the Lake Share Hospital Authority. This is comprised of one full block, and two partial blocks located roughly at the southeast corner of N Marion Avenue (US 441) and NE Leon Street.

PROJECT SITE 2

Project Site 2 is currently developed as a surface parking lot owned by Lake City located at the southeast corner of NE Hernando Avenue and NE Veterans Street.

L SHAPE

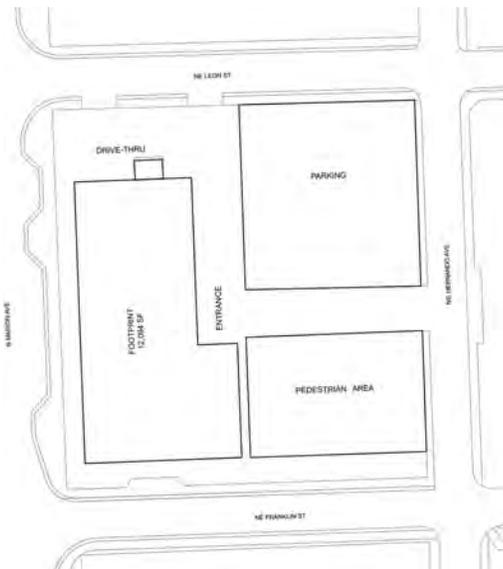


PROJECT SITE 1
COMMERCIAL (C-CBD ZONE)
PARCELS:

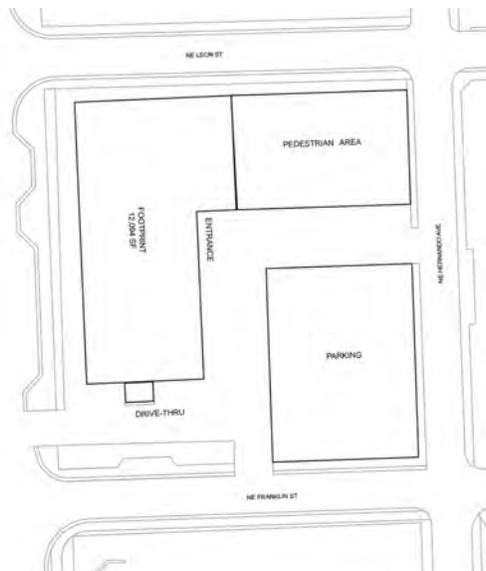
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OPTION 1A



OPTION 1B (PREFERRED)



PROJECT SITE 1
COMMERCIAL (C-CBD ZONE)
PARCELS:

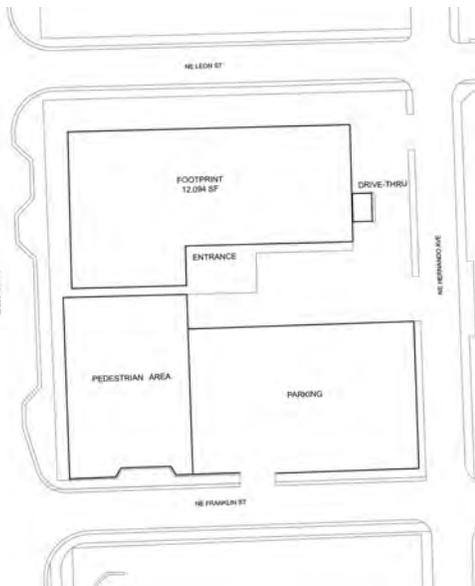
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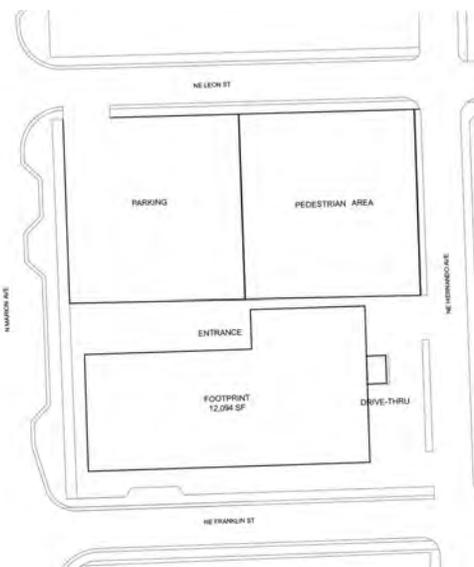
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OPTION 1C



OPTION 1D



PROJECT SITE 1
COMMERCIAL (C-CBD ZONE)

PARCELS:

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OPTION 1E

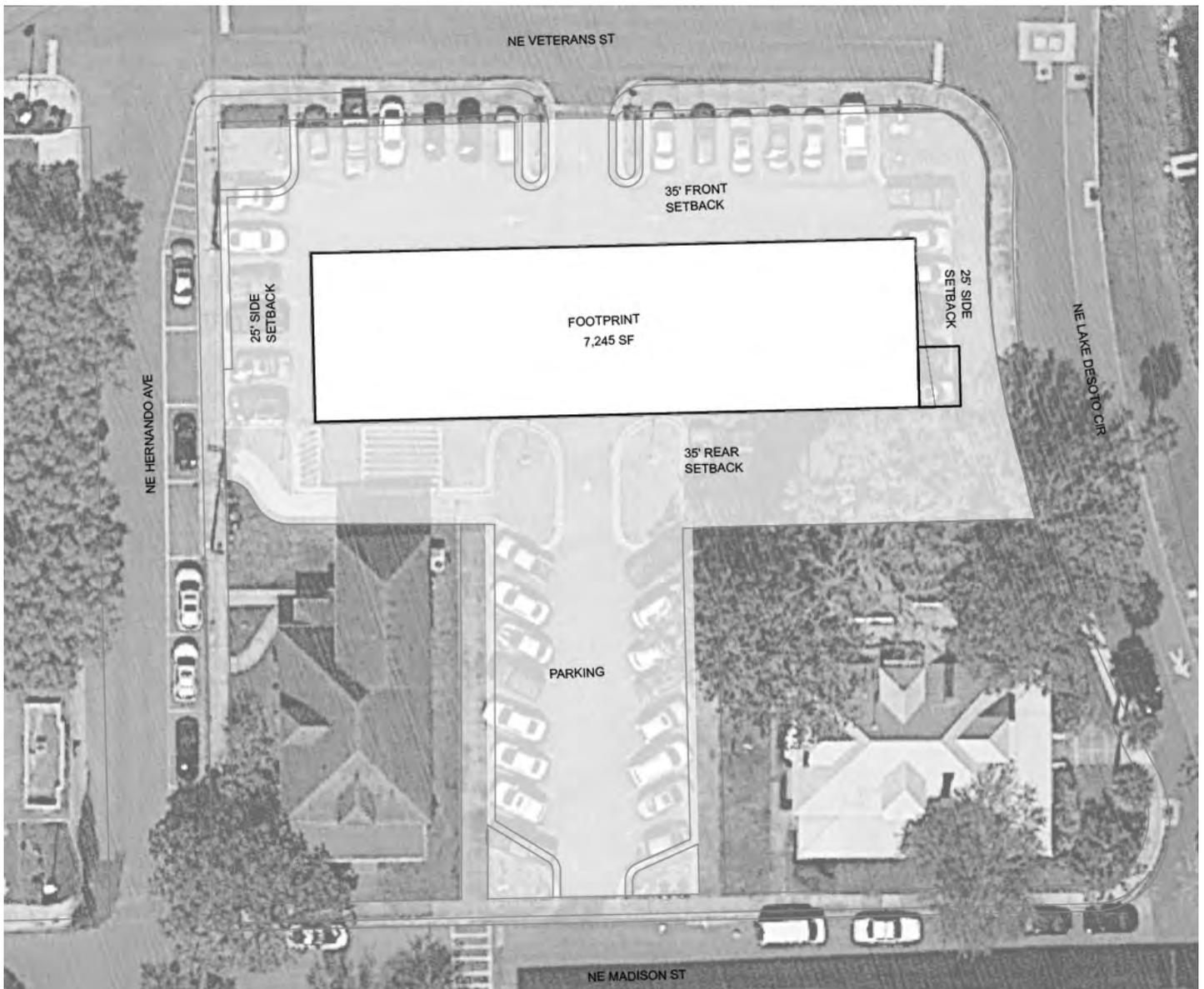


PROJECT SITE 2
RESIDENTIAL MEDIUM DENSITY (RO)
PARCELS:

00-00-00-12663-000



OPTION 2





CONCEPTUAL
SITE PLAN

1 OF 1

LAKE CITY
NEW CITY
HALL

CLIENT : BRAME HECK ARCHITECTS INC.

DESIGN : C.A. GMUER, PE
QUALITY CONTROL : C.A. GMUER, PE

GEng PROJECT # 18-0079

FL CA # 31533 gmuereing.com (352) 281-4928
2603 NW 13th ST, Box 314 Gainesville, FL 32609

PROJECT UNDERSTANDING

This document is a concept schematic narrative for a new 15,000 square feet, two story, City Hall Building for the City of Lake City as it relates to the proposed MPFE systems. The primary objective of this document is to outline feasible concepts and to present them in a form that results in client understanding and acceptance. To achieve this objective, the team must understand and verify the project program, explore alternative solutions, and provide a reasonable basis for further decision making by other stakeholders.

2. MECHANICAL SYSTEMS

2.1 HVAC SYSTEMS | MECHANICAL SYSTEMS

Space cooling and heating for this project is proposed to be provided by air cooled, direct expansion split system equipment with gas or electric/heat pump heating. Zoning will be based on similar use spaces, occupancy, and with the same or similar exterior exposure. Space or return air temperature and humidity sensors shall be provided. Each unique zone should have dedicated temperature controls (wall mounted thermostat). Room temperature controls should be equipped with occupancy sensors to set back space setpoints to periods of inoccupancy.

Three options for consideration are outlined in the following sections.

The estimated cooling load for this building is approximately 40 tons.

2.1.1 PACKAGED ROOFTOP UNITS

In this concept, the building would be conditioned with large rooftop packaged air conditioning units equipped with hot gas reheat for humidity control. One 40 ton or two 20 ton packaged roof top systems can serve the entire facility and zone temperature control can be as small as individual rooms although small spaces with similar use and exposure are often grouped together.

Unlike split-system units, all components of a complete heating and cooling system are contained in one location, making packaged units ideal for situations in which indoor and outdoor space is at a premium. No interior mechanical rooms or exterior equipment yards are required, but a flat roof must be provided, and duct chases are necessary. Large packaged rooftop units can treat the fresh air required for this application and a separate dedicated outdoor air system (DOAS) is not necessary for this concept.

2.1.2 SPLIT SYSTEMS WITH DEDICATED OUTDOOR AIR UNIT

This concept would employ several (six to ten) residential style split system heat pumps to condition the space. A single outdoor condensing unit is paired with a single indoor air handling unit establishing a temperature control zone usually from 1,000 to 2,000 square feet each. This is a traditional method in residential and light commercial applications. Unlike residential applications, and due to the higher occupant density and ventilation code requirements, a dedicated split or packaged dedicated outdoor air system (DOAS) would pre-cool and dehumidify all required fresh air that would then be ducted to each air handling unit. This concept would likely require two mechanical rooms on each floor to house approximately four (4) air handling units per floor. An exterior mechanical yard or flat roof area to locate several condensing units is also necessary.

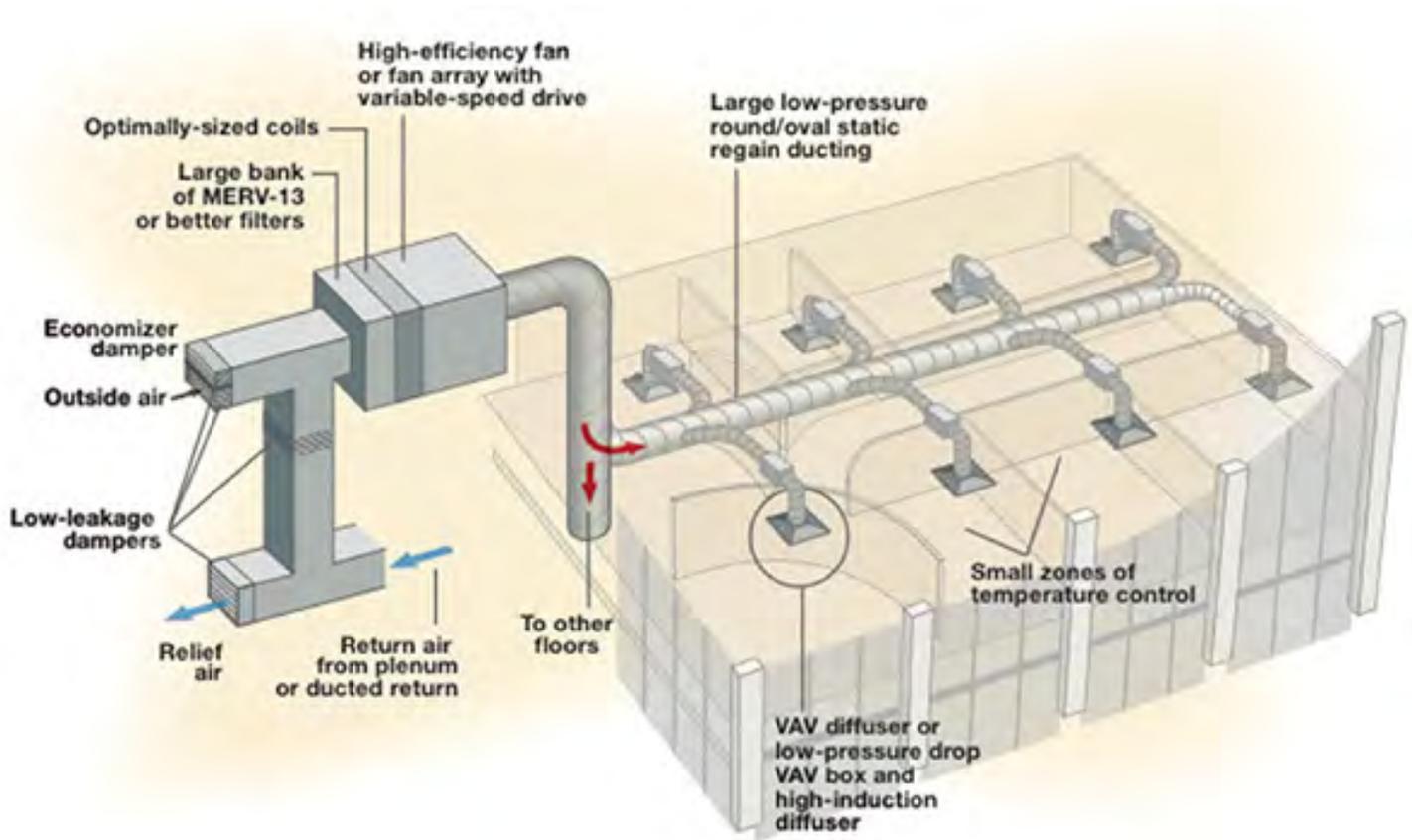


Figure 1 - Packaged rooftop VAV schematic.

2.1.1.3 VFR WITH DEDICATED OUTDOOR AIR UNIT

Like ductless minisplits, VRFs use refrigerant as the cooling and heating medium. Unlike traditional split system heat pumps, this refrigerant is processed by a single outdoor condensing unit and is circulated within the building to multiple indoor units. This would reduce the need for supply and return ductwork and provide a more granular option for zone temperature control when compared to the traditional split system heat pumps concept. Like the previous option, a split or packaged dedicated outdoor air unit (DOAS) would pre-cool and dehumidify all code required ventilation air that would then be ducted to each zone. This concept would likely require one mechanical room to house the DOAS air handling and an exterior mechanical yard to locate a few condensing units. Alternatively, the condensing units could be located on a flat roof along with a packaged DOAS unit. This concept is a more energy efficient option but comes with a price premium.

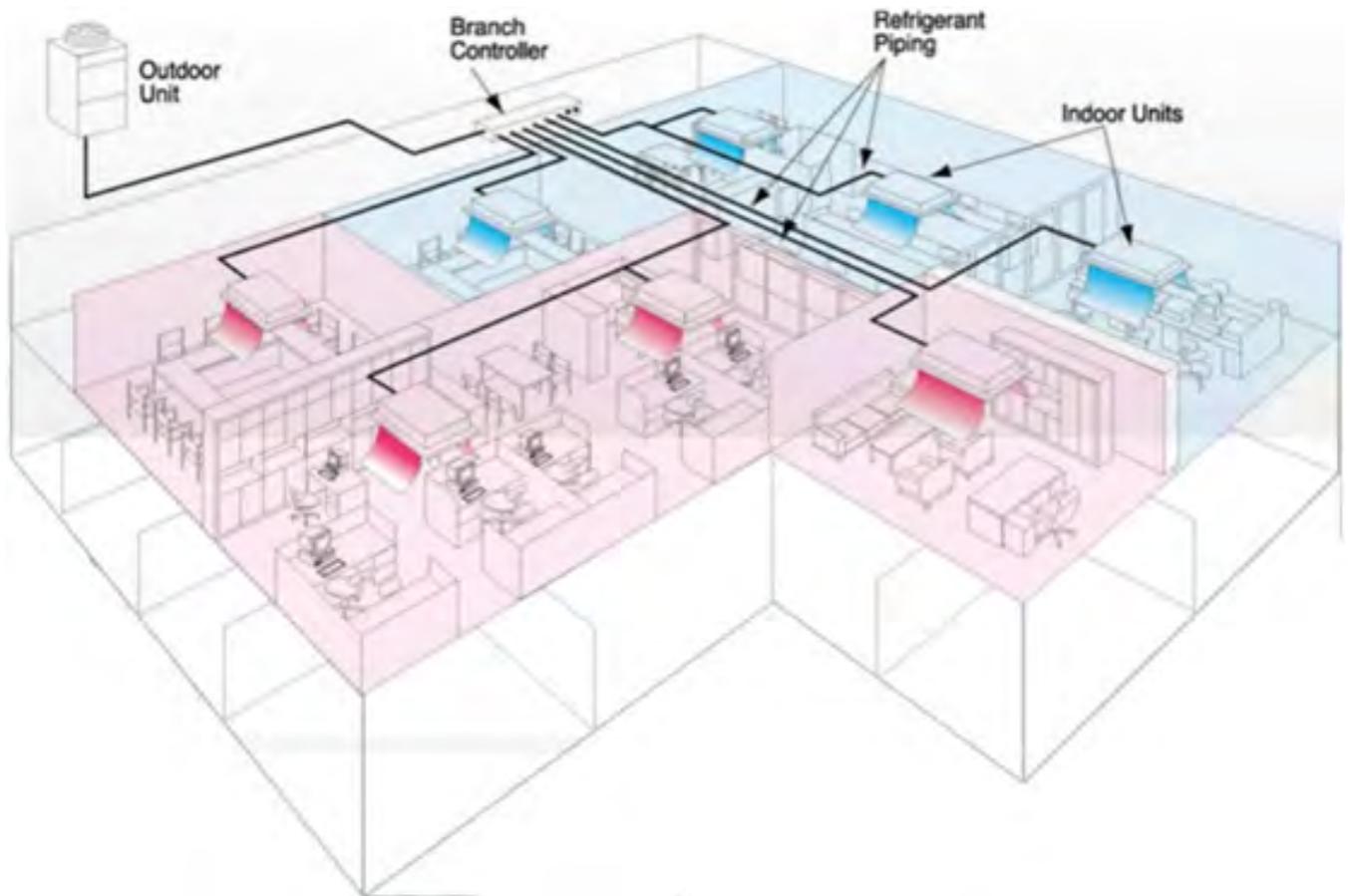


Figure 2 - VFR schematic.

2.1.4 DESIGN CONDITIONS

The design supply air quantity to each space should be calculated based on the total heat gain to that space or required air change rates.

2.1.5 VENTILATION AND EXHAUST

The minimum quantity of outside air introduced to the building at the system level should be in accordance with the Florida Mechanical Code and ASHRAE Standard 62 or at rates necessary to exceed design exhaust quantities to assure a positive pressure building. The dewpoint of ALL outside air introduced to conditioned areas of the building should be lowered to at least indoor design conditions prior to introduction to the space.

Exhaust air quantities should be determined as required by the Florida Mechanical Code.

A local exhaust fan should be provided in each restroom

2.2 PLUMBING SYSTEMS | MECHANICAL SYSTEMS

The number of plumbing fixtures should be in accordance with the Florida Plumbing Code, Florida Accessibility Code and as otherwise shown on the architectural drawings. Commercial vitreous china with sensor controls are common for this application.

2.2.1 DOMESTIC WATER SERVICE

Potable water will be supplied by the existing utility water distribution system. Anticipated domestic water demand is less than 60 GPM with a service size of 2 inches. A 1 ½ inch nutating disk service meter is anticipated. Sufficient water flow and pressure is assumed available to this site

2.2.2 DOMESTIC HOT WATER

Domestic hot water may be produced by electric or gas fired, tank-type water heaters with a 40-gallon storage tank. A recirculating system may be provided if needed.

The use of thermostatically controlled temperature regulators is now mandatory. Such regulators should be set no higher than 110 degrees. A thermostatic mixing valve will temper the water prior to distribution to fixtures for use by occupants.

2.2.3 SANITARY WASTE AND VENT

Sewage will be collected by the existing City sewer system. The building is anticipated to have a 4-inch sanitary building drain.

2.3 FIRE SPRINKLER SYSTEMS | MECHANICAL SYSTEMS

A standard pressure, wet pipe fire sprinkler system designed in accordance with NFPA 13 should be provided for the entire building.

A 4-inch service is expected. Fire water will be supplied by the existing utility water distribution system. The fire department inlet connection must be provided on the fire department access side of the building. The system backflow preventer will be located exterior to the building and coordinated with the local fire department.

Sufficient water flow and pressure is assumed available to this site and no fire pump is anticipated. Flow test data should be collected to confirm this during the design phase.

All areas except as noted otherwise should be provided with a wet type sprinkler system designed for light hazard occupancy. Storage rooms, equipment/service rooms, and janitor rooms should be provided with a wet type sprinkler system designed for ordinary hazard group occupancy.

3. ELECTRICAL SYSTEMS

3.1 POWER DISTRIBUTION | MECHANICAL SYSTEMS

3.1.1 600 VOLT DISTRIBUTION

Primary service to the project will be provided from the local utility distribution system. Either an aerial bank or a pad mounted transformer will be provided. It will provide the building utilization voltage of 208/120 volts, 3-phase, 4-wire. The main distribution panelboard is expected to be rated 600A-800A. The service transformer and incoming service panelboard will be sized for the final design load. Metering will occur at the building. Surge protective devices (SPD) will be provided at the main service panelboard and at each distribution panel.

3.1.2 EMERGENCY POWER SYSTEM

A standby generator is proposed to serve the project. The engine generator will be either natural gas fired or diesel fuel type with a base fuel tank. Separate automatic transfer switches will be provided for life safety and standby power loads.

Two standby power options are suggested for review and consideration by the owner. A 20KVA-30KVA generator can support the code required emergency egress lighting and limited receptacle circuits for convenience use during an outage of normal power. A more robust option adding telecom/server room circuits and telecom HVAC, an elevator, and additional convenience receptacles and lighting can be supported by a 100KVA-150KVA unit, depending on the desired loads. The owner should consider the benefits and cost implications of these options and direct the design team as appropriate. See comments related to emergency lighting in subsequent sections.

3.2 LIGHTING | MECHANICAL SYSTEMS

3.2.1 INTERIOR AND EXISTING LIGHTING

LED lighting is now commonplace and should be used throughout the project. 4000K color temperature fixtures are common for this application. As much as possible, the specification of different fixture types should be minimized. Occupancy/vacancy sensors should also be employed to control the interior lighting. LED lighting shall be employed for exterior and site lighting as well and controlled by photocell and/or time clock.

Emergency lighting will be powered by the emergency generator. If a generator is not provided (due to added cost or limited exterior space), emergency egress lighting can be accomplished with battery back-up fixtures or an inverter sized to meet code requirements for minimum runtime duration.

The lighting design criteria should be based on requirements defined by the Illuminating Engineer Society's (IES) Systems.

3.2.2 FIRE ALARM SYSTEM

A microprocessor-based, addressable fire alarm system shall be provided.

3.2.3 TELECOMMUNICATIONS

Two 4" conduits shall be provided to the facility main telecommunication room from the project site boundary. A raceway system of conduits, boxes, and backboards shall be provided. Grounding bus bars and grounding riser shall also be included. Premise wiring system including jacks, plates, patch panels, racks, cabinets and other hardware shall also be provided.

3.2.4 SECURITY SYSTEM

A raceway system of conduits and boxes shall be provided where required. The location of devices must be coordinated with the Owner or Owner's security vendor. Information on access cards, electronic locks and compatibility must be coordinated with the Owner or Owner's security vendor.

This budget analysis is developed in two parts. The first part includes projected costs for the building and the second part is for costs associated with site development. For the building costs, we used the 2019 edition of RSMeans Building Construction Cost Data, which is a compendium of construction cost data for the United States and Canada. Since this is primarily a planning document, and we do not have a building design, the budget is calculated from building square foot costs and the building program. RS Means Sf costs are presented by building type, and we used the “Office Buildings” type.

The project Gross Area was developed in the **Program** section of this report. RSMeans Raw Square Foot Cost Data is presented for different “Office Buildings” systems (lines 1 through 5 on the spreadsheet.) These costs are the median national cost/sf for these systems in Office Buildings, and need to be adjusted for this building’s location and size. The City Cost Indexes for each system are also shown. The nearest geographical location provide in the RSMeans is Gainesville. The average index for Gainesville is less than the national average, which reduces the square foot costs by approximately 23% overall (see line 6 of the spreadsheet.) Then the base costs for Mechanical, Electrical, and Plumbing systems were further adjusted to accommodate some level of building hardening. The base electrical number includes a generator capable of supporting life safety items such as elevator and egress lighting only. An upgraded generator is presented in a separate line item.

To adjust cost relative to size, the building area is compared to the median building size on which the median cost data is developed. Smaller projects tend toward higher cost/sf values, while a larger project will tend to have a lower cost/sf. The national median project size is 20,600 sf, and this project is projected to be 16,065 sf which is about 78% of the median. Using the table provided, we estimate the size adjustment should be about 1.03 (or 103% of the location adjusted sf cost.) The above operations yield a projected “square foot cost” of \$161.29 (see line 7 of the spreadsheet.)

We then needed to add a factor for hardening the building structure and envelope (roof, walls, windows, doors.) FEMA publication *P-361 Safe Rooms for Tornadoes and Hurricanes* provides relative cost data based on database information as a percent of increased cost per square foot of protected area over the base code compliant building. For a building with a basic wind speed of 140 mph this premium is 5-7%. Therefore, on line 8 of the budget we used a factor of 1.05 to adjust for providing protected openings, and making walls and roof resistant to impact from debris.

The building base cost can then be estimated by multiplying the cost/sf by the projected building size, which yields the value on line 10 of the spreadsheet. We then added a line item representing the cost of **upgrading** the building generator to support half of the building, including HVAC systems, lighting, elevator, etc. (Line 11 of the budget.)

The total cost for development of the building is then presented on Line 12. To this we need to include professional design fees, site costs, administrative soft costs, and an Owner’s contingency to arrive at a budget.

To calculate Professional Design fees for the building, we looked at the State of Florida Department of Management Services fee guidelines for a project of average complexity (which includes office buildings.) This guideline yields a fee percentage for a project of this size shown on line 13 of the spreadsheet. This fee is for design costs associated with the building only. Site development costs are calculated separately.

The site development costs, including construction and professional fees to handle all permitting including water management district, planning and zoning, utilities, etc. were provided by our Civil Engineering consultant, based on the preferred site layout. (Lines 15 and 16.)

An allowance for surveys, permits, and other administrative costs was input at 0.5% of the project total (building + site). This anticipates that the actual permit fees may be waived by the city, so this amount covers surveys plus a contingency. Finally, we included an Owner's contingency to cover unforeseen items, inflation, etc.

The budget does not include an allowance for furnishings, equipment, appliances, etc.

Prepared by: M. Richmond, AIA, NCARB, LEED AP

Date: 8/29/2019

Client: City of Lake City, FL

Project Name: New City Hall Feasibility Study

Sources: RS Means Building Construction Cost Data 2017

Engineering Input

Budget Analysis

Concept 1B

Gross Area (from program): 14,868 sf
 Number of Stories: 2

	SCOPE	RAW SF COST	LOCATION	ADJUSTED SF COST
1	Cost/sf (Architectural)	\$126.00/sf	81.1	\$102.19/sf
2	Cost/sf (PLUMBING)	\$7.85/sf	62.3	\$4.89/sf
3	Cost/sf (MECHANICAL)	\$24.50/sf	62.3	\$15.26/sf
4	Cost/sf (ELECTRICAL)	\$25.30/sf	57.2	\$14.47/sf
	Cost/sf (Fire Protection)			\$5.00/sf
5	Building Pad Preparation			\$14.78/sf
6	Building Cost/sf adjusted for location			\$156.59/sf
7	Size Factor Adjustment		1.03	\$161.29/sf
8	Hardened Building Envelope Factor		1.05	\$169.35/sf
9	Gross Area (from program)			16,065 sf
10	(sf cost X gross area)			\$2,720,669.91
11	Generator 150KV		LS	\$25,000.00
12	Base Building Cost			\$2,745,669.91
13	Design Fees (building)		7.33%	\$201,257.60
14	Building Development Total			\$2,946,927.52 \$2,946,927.52
15	Site Development Allowance			\$210,000.00
	Professional Fees			
16	(Site Development Design and Review)			\$45,000.00
17	Site Development Total			\$255,000.00 \$255,000.00
18	Surveys, Permits, Administrative		0.50%	\$16,009.64
19	Project Total			\$3,217,937.16
20	Owner's Contingency		8.50%	\$273,524.66
21	Recommended Project Budget			\$3,491,461.81



City Cost Indexes

DIVISION		FLORIDA																	
		FORT MYERS			GAINESVILLE			JACKSONVILLE			LAKELAND			MELBOURNE			MIAMI		
		339, 341			326, 344			320, 322			338			329			330 - 332, 340		
		MAT.	INST.	TOTAL	MAT.	INST.	TOTAL	MAT.	INST.	TOTAL	MAT.	INST.	TOTAL	MAT.	INST.	TOTAL	MAT.	INST.	TOTAL
015433	CONTRACTOR EQUIPMENT	102.1	102.1															95.2	95.2
0241, 31 - 34	SITE & INFRASTRUCTURE, DEMOLITION	104.3	89.0	93.7	122.6	88.7	99.0	113.3	88.9	96.3	106.2	88.9	94.2	121.2	89.1	98.8	93.9	77.1	82.2
0310	Concrete Forming & Accessories	88.5	62.1	66.0	93.5	56.9	62.4	98.2	60.1	65.8	85.3	61.5	65.0	94.7	62.9	67.6	97.7	63.3	68.4
0320	Concrete Reinforcing	95.5	78.9	87.1	99.0	60.7	79.5	93.3	60.8	76.8	97.9	78.3	87.9	94.4	67.4	80.7	101.4	60.9	80.8
0330	Cast-in-Place Concrete	93.9	63.4	82.6	101.2	63.0	87.0	89.0	64.0	79.7	96.1	65.2	84.6	106.2	66.0	91.3	87.0	63.2	78.2
03	CONCRETE	84.6	67.1	76.9	93.9	61.6	79.6	84.1	63.4	74.9	86.2	67.4	77.8	94.5	66.5	82.1	82.5	64.6	74.5
04	MASONRY	87.1	64.8	73.3	100.7	55.9	73.0	88.1	56.5	68.6	101.9	58.3	74.9	85.0	59.6	69.3	92.6	54.7	69.2
05	METALS	101.3	95.2	99.4	101.0	87.9	97.0	100.5	88.1	96.8	101.2	94.2	99.1	111.1	90.8	104.9	99.1	88.3	95.9
06	WOOD, PLASTICS & COMPOSITES	77.1	63.2	69.6	90.0	56.2	71.6	96.4	60.3	76.8	72.4	61.0	66.2	91.8	61.8	75.5	90.3	65.2	76.7
07	THERMAL & MOISTURE PROTECTION	100.8	64.4	85.0	101.2	60.7	83.6	101.1	61.5	83.9	100.8	63.0	84.3	101.3	64.3	85.2	101.0	61.3	83.7
08	OPENINGS	97.7	65.2	90.2	94.8	57.4	86.1	95.1	59.7	86.9	97.7	64.0	89.8	94.4	62.0	86.9	99.9	62.4	91.2
0920	Plaster & Gypsum Board	105.3	62.7	77.2	91.8	55.4	67.8	95.0	59.7	71.8	101.6	60.4	74.5	91.8	61.2	71.7	95.5	64.7	75.2
0950, 0980	Ceilings & Acoustic Treatment	81.6	62.7	68.8	78.1	55.4	62.7	83.7	59.7	67.4	81.6	60.4	67.3	82.9	61.2	68.2	84.9	64.7	71.2
0960	Flooring	93.7	79.8	89.7	98.4	56.7	86.3	101.0	58.5	88.7	91.6	58.4	82.0	98.6	57.8	86.8	98.8	58.4	87.1
0970, 0990	Wall Finishes & Painting/Coating	92.6	63.6	75.4	97.1	63.6	77.3	97.1	63.6	77.3	92.6	63.6	75.4	91.1	83.0	88.8	98.9	58.6	70.9
09	FINISHES	90.3	65.3	76.6	89.1	56.9	71.6	90.5	59.7	73.7	89.2	60.6	73.6	89.8	63.4	75.4	89.1	61.6	74.1
COVERS	DIVS. 10 - 14, 25, 28, 41, 43, 44, 46	100.0	79.4	95.5	100.0	81.1	95.8	100.0	78.2	95.2	100.0	80.4	95.7	100.0	82.8	96.2	100.0	83.0	96.2
21, 22, 23	FIRE SUPPRESSION, PLUMBING & HVAC	98.1	57.5	81.7	98.8	62.3	84.0	99.9	62.3	84.7	98.1	59.4	82.5	99.9	75.3	90.0	100.0	62.5	84.8
26, 27, 3370	ELECTRICAL, COMMUNICATIONS & UTIL.	94.7	61.7	77.8	95.8	57.2	76.2	95.2	63.4	79.1	93.0	60.0	76.2	96.6	64.3	80.1	96.5	72.3	84.2
MF2016	WEIGHTED AVERAGE	95.6	68.3	83.9	97.8	64.9	83.7	96.1	66.5	83.4	96.2	67.1	83.8	99.2	71.2	87.2	95.8	67.4	83.7

DIVISION		FLORIDA																	
		ORLANDO			PANAMA CITY			PENSACOLA			SARASOTA			ST. PETERSBURG			TALLAHASSEE		
		327 - 328, 347			324			325			342			337			323		
		MAT.	INST.	TOTAL	MAT.	INST.	TOTAL	MAT.	INST.	TOTAL	MAT.	INST.	TOTAL	MAT.	INST.	TOTAL	MAT.	INST.	TOTAL
015433	CONTRACTOR EQUIPMENT	102.1	102.1																
0241, 31 - 34	SITE & INFRASTRUCTURE, DEMOLITION	113.8	89.2	96.6	126.6	88.2	99.8	126.6	88.6	100.1	117.2	89.0	97.5	107.8	88.5	94.4	106.8	88.7	94.2
0310	Concrete Forming & Accessories	102.4	62.5	68.4	97.5	60.3	65.8	95.4	63.6	68.3	94.3	61.6	66.5	91.8	59.3	64.1	100.6	56.9	63.4
0320	Concrete Reinforcing	98.5	67.4	82.7	97.5	69.8	83.4	100.0	69.2	84.3	93.7	78.3	85.8	97.9	78.2	87.9	99.1	60.7	79.6
0330	Cast-in-Place Concrete	102.6	65.8	88.9	93.5	58.8	80.6	115.6	63.9	96.4	103.7	65.4	89.5	97.1	61.0	83.7	93.1	62.8	81.9
03	CONCRETE	89.7	66.2	79.3	92.0	63.2	79.2	101.5	66.4	85.9	93.1	67.5	81.8	87.6	64.9	77.5	87.2	61.5	75.8
04	MASONRY	92.3	59.5	72.1	92.4	57.4	70.8	113.1	57.4	78.7	90.1	58.8	70.7	138.6	52.1	85.2	90.1	55.4	68.7
05	METALS	99.1	90.4	96.5	101.8	91.4	98.6	102.8	90.8	99.2	103.0	93.6	100.2	102.1	93.9	99.6	99.6	88.0	96.1
06	WOOD, PLASTICS & COMPOSITES	93.5	61.8	76.3	95.2	64.2	78.4	93.1	64.2	77.4	94.4	61.0	76.3	81.5	61.0	70.4	95.5	56.2	74.1
07	THERMAL & MOISTURE PROTECTION	105.8	65.7	88.3	101.5	58.8	82.9	101.4	61.8	84.1	98.7	63.2	83.3	101.0	58.8	82.6	98.7	61.2	82.4
08	OPENINGS	99.4	62.0	90.7	93.2	63.7	86.4	93.2	63.7	86.4	100.0	63.6	91.5	96.5	64.0	88.9	100.3	57.4	90.3
0920	Plaster & Gypsum Board	96.0	61.2	73.1	94.3	63.7	74.1	102.8	63.7	77.0	100.9	60.4	74.2	107.7	60.4	76.6	99.3	55.4	70.4
0950, 0980	Ceilings & Acoustic Treatment	90.0	61.2	70.5	82.9	63.7	69.9	82.9	63.7	69.9	88.7	60.4	69.6	83.5	60.4	67.9	88.3	55.4	66.0
0960	Flooring	97.2	58.4	85.9	100.6	75.0	93.2	96.4	63.7	84.9	103.5	56.7	89.9	95.7	56.7	84.9	99.0	56.7	86.7
0970, 0990	Wall Finishes & Painting/Coating	93.5	61.9	74.8	97.1	63.6	77.3	97.1	63.6	77.3	98.2	63.6	77.7	92.6	63.6	75.4	92.3	63.6	75.3
09	FINISHES	92.1	61.2	75.2	91.5	63.5	76.2	91.1	62.1	75.3	95.8	60.4	76.5	91.7	58.9	73.8	91.2	56.8	72.4
COVERS	DIVS. 10 - 14, 25, 28, 41, 43, 44, 46	100.0	82.7	96.2	100.0	76.5	94.8	100.0	81.0	95.8	100.0	80.6	95.7	100.0	77.1	95.0	100.0	78.7	95.3
21, 22, 23	FIRE SUPPRESSION, PLUMBING & HVAC	100.1	57.1	82.7	99.9	51.5	80.4	99.9	63.2	85.1	99.9	58.8	83.3	100.0	55.7	82.1	100.0	66.6	86.5
26, 27, 3370	ELECTRICAL, COMMUNICATIONS & UTIL.	99.8	64.7	81.9	94.3	57.2	75.4	97.9	51.9	74.5	95.8	60.0	77.6	93.0	62.1	77.3	99.9	57.2	78.2
MF2016	WEIGHTED AVERAGE	97.9	67.1	84.7	97.6	64.2	83.3	100.3	66.4	85.8	98.7	67.0	85.1	99.0	65.2	84.5	97.3	65.7	83.7

DIVISION		FLORIDA																		GEORGIA					
		TAMPA			WEST PALM BEACH			ALBANY			ATHENS			ATLANTA			AUGUSTA								
		335 - 336, 346			334, 349			317, 398			306			300 - 303, 399			308 - 309								
		MAT.	INST.	TOTAL	MAT.	INST.	TOTAL	MAT.	INST.	TOTAL	MAT.	INST.	TOTAL	MAT.	INST.	TOTAL	MAT.	INST.	TOTAL						
015433	CONTRACTOR EQUIPMENT	102.1	102.1			95.2	95.2			96.1	96.1			94.6	94.6			96.5	96.5						
0241, 31 - 34	SITE & INFRASTRUCTURE, DEMOLITION	108.3	89.0	94.8	89.3	76.8	80.6	102.3	79.4	86.3	101.7	94.9	97.0	98.7	95.3	96.3	95.0	95.3	95.2						
0310	Concrete Forming & Accessories	94.5	61.9	66.7	95.5	62.9	67.7	88.5	67.7	70.8	91.7	44.3	51.4	96.3	71.9	75.5	92.7	72.7	75.7						
0320	Concrete Reinforcing	94.5	78.3	86.2	97.1	59.2	77.8	90.4	73.3	81.7	98.9	65.4	81.9	98.2	73.4	85.6	99.3	68.0	83.4						
0330	Cast-in-Place Concrete	94.9	65.8	84.1	85.6	61.8	76.8	85.7	67.7	79.0	109.6	68.5	94.3	113.1	71.6	97.6	103.5	70.1	91.1						
03	CONCRETE	86.3	67.8	78.1	81.0	63.6	73.3	81.2	70.4	76.4	102.1	57.7	82.4	104.3	72.7	90.3	94.6	71.6	84.4						
04	MASONRY	94.2	59.3	72.6	92.8	53.3	68.4	91.9	67.7	77.0	76.6	77.8	77.3	89.9	69.7	77.4	90.1	69.2	77.2						
05	METALS	101.1	94.3	99.1	98.0	87.7	94.9	102.9	97.5	101.2	97.6	79.5	92.1	98.4	84.6	94.2	97.2	80.5	92.2						
06	WOOD, PLASTICS & COMPOSITES	85.3	61.0	72.1	85.0	65.2	74.3	79.5	68.4	73.5	95.0	36.8	63.4	97.8	73.1	84.4	96.5	75.4	85.0						
07	THERMAL & MOISTURE PROTECTION	101.3	63.5	84.8	100.8	61.2	83.5	98.6	68.7	85.6	100.2	69.5	86.9	101.7	72.4	89.0	100.0	71.3	87.5						
08	OPENINGS	97.7	64.0	89.8	96.0	62.0	88.1	87.6	70.5	83.6	93.0	50.9	83.3	97.6	73.4	92.0	93.1	73.3	88.5						
0920	Plaster & Gypsum Board	110.1	60.4	77.4	113.8	64.7	81.5	103.8	68.0	80.2	97.4	35.5	56.6	99.6	72.6	81.8	98.7	75.1	83.1						
0950, 0980	Ceilings & Acoustic Treatment	86.1	60.4	68.7	81.6	64.7	70.2	81.9	68.0	72.5	101.2	35.5	56.7	94.0	72.6	79.5	102.2	75.1	83.8						
0960	Flooring	96.8	58.4	85.6	98.6	56.7	86.5	102.3	65.9	91.8	94.0	84.7	91.3	97.0	68.0	88.6	94.1	65.9	85.9						
0970, 0990	Wall Finishes & Painting/Coating	92.6	63.6	75.4	88.4	58.6	70.8	94.5	65.5	95.6	101.8	65.5	98.7	106.2	66.5	100.5	101.8	80.6	89.2						
09	FINISHES	93.0	60.8	75.4	90.6	61.1	74.5	92.4	70.0	80.2	97.7	55.2	74.5	97.8	73.5	84.5	97.4	72.5	83.8						
COVERS	DIVS. 10 - 14, 25, 28, 41, 43, 44, 46	100.0	80.8	95.8	100.0	82.7	96.2	100.0	83.3	96.3	100.0	79.6	95.5	100.0	86.4	97.0	100.0	83.9	96.5						
21, 22, 23	FIRE SUPPRESSION, PLUMBING & HVAC	100.0	60.0	83.8	98.1	59.9	82.7	99.9	69.9	87.8	96.6	67.3	84.8	100.0	72.0	88.7	100.1	63.6	85.4						
26, 27, 3370	ELECTRICAL, COMMUNICATIONS & UTIL.	92.7	64.7	78.5	93.8	69.1	81.2	95.3	63.4</																

50 17 | Project Costs

50 17 00 Project Costs		UNIT	UNIT COSTS			% OF TOTAL			
			1/4	MEDIAN	3/4	1/4	MEDIAN	3/4	
11	0000 Mixed Use	S.F.							11
	0100 Architectural		86.50	126	207	47%	47.5%	59.4%	
	0200 Plumbing		6	9.15	11.55	3.3%	3.2%	4.3%	
	0300 Mechanical		14.80	24	46.50	8%	7.8%	11.3%	
	0400 Electrical		15.25	24	40.50	8.3%	8.3%	11.3%	
	0500 Total Project Costs		184	212	335				
12	0000 Multi-Family Housing	S.F.							12
	0100 Architectural		75	125	167	60.5%	67.6%	56.6%	
	0200 Plumbing		6.40	12.75	15.10	5.2%	5.6%	5.8%	
	0300 Mechanical		6.95	11.70	37.50	5.6%	6.3%	5.3%	
	0400 Electrical		10.10	18	22.50	8.1%	8.8%	8.1%	
	0500 Total Project Costs		124	221	282				
13	0000 Nursing Home & Assisted Living	S.F.							13
	0100 Architectural		70	92	116	58.3%	58.4%	59%	
	0200 Plumbing		7.55	11.35	12.50	6.3%	5.9%	7.3%	
	0300 Mechanical		6.20	9.15	17.95	5.2%	5.2%	5.9%	
	0400 Electrical		10.25	16.20	22.50	8.5%	8.6%	10.4%	
	0500 Total Project Costs		120	156	188				
14	0000 Office Buildings	S.F.							14
	0100 Architectural		92.50	126	177	60.1%	60%	64.6%	
	0200 Plumbing		4.98	7.85	15.40	3.2%	3.1%	4%	
	0300 Mechanical		10.75	17.65	25.50	7%	6.8%	9.1%	
	0400 Electrical		12.35	21	34	8%	7.9%	10.8%	
	0500 Total Project Costs		154	195	285				
15	0000 Parking Garage	S.F.							15
	0100 Architectural		31	38	39.50	82.7%	82.1%	82.6%	
	0200 Plumbing		1.02	1.07	2	2.7%	2.7%	2.3%	
	0300 Mechanical		.79	1.22	4.62	2.1%	2.1%	2.7%	
	0400 Electrical		2.72	2.98	6.25	7.3%	7.1%	6.5%	
	0500 Total Project Costs		37.50	46	49.50				
16	0000 Parking Garage/Mixed Use	S.F.							16
	0100 Architectural		100	110	112	61%	61.2%	64.3%	
	0200 Plumbing		3.22	4.22	6.45	2%	2%	2.5%	
	0300 Mechanical		13.80	15.50	22.50	8.4%	8.4%	9.1%	
	0400 Electrical		14.45	21	21.50	8.8%	8.8%	12.3%	
	0500 Total Project Costs		164	171	177				
17	0000 Police Stations	S.F.							17
	0100 Architectural		113	127	160	53.3%	54%	48.5%	
	0200 Plumbing		15	18	18.10	7.1%	7%	6.9%	
	0300 Mechanical		34	47.50	49	16%	16.1%	18.1%	
	0400 Electrical		25.50	28	29.50	12%	12.1%	10.7%	
	0500 Total Project Costs		212	262	297				
18	0000 Police/Fire	S.F.							18
	0100 Architectural		110	110	340	67.9%	68.2%	65.9%	
	0200 Plumbing		8.65	9.15	34	5.3%	5.5%	5.5%	
	0300 Mechanical		13.55	21.50	77.50	8.4%	8.4%	12.9%	
	0400 Electrical		15.40	19.70	88.50	9.5%	9.6%	11.8%	
	0500 Total Project Costs		162	167	610				
19	0000 Public Assembly Buildings	S.F.							19
	0100 Architectural		115	156	218	62.5%	63%	61.7%	
	0200 Plumbing		5.95	8.75	12.90	3.2%	3%	3.5%	
	0300 Mechanical		13.60	22.50	34.50	7.4%	8%	8.9%	
	0400 Electrical		18.60	25.50	40.50	10.1%	10.5%	10.1%	
	0500 Total Project Costs		184	253	360				
20	0000 Recreational	S.F.							20
	0100 Architectural		108	170	231	56.3%	55.7%	59.2%	
	0200 Plumbing		8.35	15.35	24.50	4.3%	4.6%	5.3%	
	0300 Mechanical		12.90	19.60	31	6.7%	6.9%	6.8%	
	0400 Electrical		15.80	28	39	8.2%	7.7%	9.8%	
	0500 Total Project Costs		192	287	435				



Square Foot Project Size Modifier

One factor that affects the S.F. cost of a particular building is the size. In general, for buildings built to the same specifications in the same locality, the larger building will have the lower S.F. cost. This is due mainly to the decreasing contribution of the exterior walls plus the economy of scale usually achievable in larger buildings. The Area Conversion Scale shown below will give a factor to convert costs for the typical size building to an adjusted cost for the particular project.

The Square Foot Base Size lists the median costs, most typical project size in our accumulated data, and the range in size of the projects.

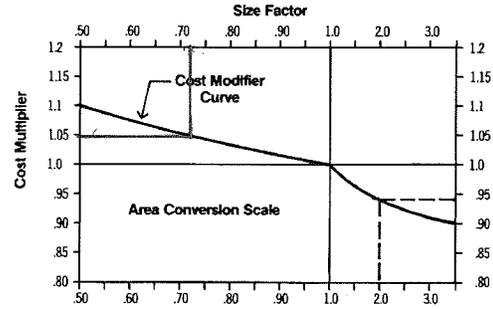
The Size Factor for your project is determined by dividing your project area in S.F. by the typical project size for the particular Building Type. With this factor, enter the Area Conversion Scale at the appropriate Size Factor and determine the appropriate cost multiplier for your building size.

Example: Determine the cost per S.F. for a 152,600 S.F. Multi-family housing.

$$\begin{aligned} \text{Proposed building area} &= 152,600 \text{ S.F.} \\ \text{Typical size from below} &= 76,300 \text{ S.F.} \\ &= 2.00 \end{aligned}$$

Enter Area Conversion scale at 2.0, intersect curve, read horizontally the appropriate cost multiplier of .94. Size adjusted cost becomes $.94 \times \$194.00 = \182.36 based on national average costs.

Note: For Size Factors less than .50, the Cost Multiplier is 1.1
For Size Factors greater than 3.5, the Cost Multiplier is .90



System	Median Cost (Total Project Costs)	Typical Size Gross S.F. (Median of Projects)	Typical Range (Low - High) (Projects)
Auto Sales with Repair	\$182.00	24,900	4,700 - 29,300
Banking Institutions	293.00	9,300	3,300 - 38,100
Detention Centers	310.00	37,800	12,300 - 183,300
Fire Stations	231.00	12,300	6,300 - 29,600
Hospitals	365.00	87,100	22,400 - 410,300
Industrial Buildings	\$102.00	22,100	5,100 - 200,600
Medical Clinics & Offices	213.00	22,500	2,300 - 327,000
Mixed Use	212.00	27,200	7,200 - 109,800
Multi-Family Housing	221.00	54,700	2,500 - 1,161,500
Nursing Home & Assisted Living	156.00	38,200	1,500 - 242,600
Office Buildings	195.00	20,600	1,100 - 930,000
Parking Garage	46.00	151,800	99,900 - 287,000
Parking Garage/Mixed Use	171.00	254,200	5,300 - 318,000
Police Stations	262.00	28,500	15,400 - 88,600
Public Assembly Buildings	253.00	22,600	2,200 - 235,300
Recreational	287.00	19,900	1,000 - 223,800
Restaurants	335.00	6,100	5,500 - 42,000
Retail	94.00	28,700	5,200 - 84,300
Schools	216.00	73,500	1,300 - 410,800
University, College & Private School Classroom & Admin Buildings	278.00	48,300	9,400 - 196,200
University, College & Private School Dormitories	222.00	28,900	1,500 - 126,900
University, College & Private School Science, Eng. & Lab Buildings	285.00	73,400	25,700 - 117,600
Warehouses	123.00	10,400	600 - 303,800



FEASIBILITY STUDY

FOR NEW FIRE STATION

September 13, 2019

 **Brame Heck**
ARCHITECTS INC.
FOUNDED 1911
606 NE 1st Street Gainesville, Florida 32601

P R O G R A M

Brame Heck Architects is pleased to present this programming, conceptual design, and preliminary budget analysis for a new fire station for the City of Lake City, FL. This study includes review of a selected site and studies how a fire station of the programmed size could fit onto that site. We used information based on previous experience in designing and developing fire stations. The station would include private bunk space for six crew members, plus a lieutenant. Other spaces include a day room, kitchen, laundry, turnout gear lockers, decontamination room, and two apparatus bays. We would anticipate refining this program further, while maintaining use requirements, operational efficiency, and aesthetic goals. The building's primary functions are to provide storage and access to fire trucks and rescue vehicles, and providing a living quarters for fire/rescue personnel while on duty.

The proposed satellite station can be staffed with a crew of up to six plus a lieutenant per shift. It does not require a dispatch or training area within the building or space for a fire marshal or any other additional fire service offices. The living space is an open "Day Room" with living area, dining space, and kitchen all in one space. An outdoor covered area is usually desired and recommended off the living space for rest and relaxation while on duty. A semi-private six bunk room is provided in the program and does not need to be separated by gender. Each bunk area is planned to have a bed, desk and shift lockers for personal items. The walls of each bunk do not extend to the ceiling, but each space has a door for privacy. Two single individual restrooms with showers will be provided for use along with a required ADA restroom and accessible shower. The lieutenant in charge of the station will have a separate space for sleeping and working, with a private bath.

The apparatus bay is currently sized to hold fifty-foot trucks with circulation or a combination thereof and can be adjusted once truck and vehicles sizes for this location are selected and known. Quick response doors are assumed. Contaminated turnout gear and other equipment can be isolated and contained within the decontamination room that will be accessible directly from the apparatus bay. That space will contain a utility sink, a shower and a washer with a drying cabinet for "hot" items. This space will provide a transition space and will aid in helping keep containments out of the living areas of the station. Turnout gear lockers, laundry room, and custodial space is also accessed directly from the apparatus bays. A maintenance shop is recommended as part of the program to provide an area for repair of any air breathing apparatus (SCBAs) and other equipment. As this is a separated occupancy building, a 2-hour fire wall will be provided to separate Group S Storage areas (Apparatus Bays) from the Group R Residential areas of the building.

With multiple points of entry and exit, securing the station while away is a priority in the event of an emergency. Security systems are to be installed that keep out unauthorized individuals and will be discussed during the schematic design phase.

SITE STUDY

We arranged a simple rectilinear footprint representing the program area to scale on the site located at 435 NW Hall of Fame Drive adjacent to the West Branch Library. The site is approximately one acre with the northern borders somewhat flexible due to being carved out already owned property by the city. The site slopes from southeast to the northwest. The site currently has a large paved area that would be removed along with a concrete walk, dirt driveway, powerline and fire hydrant. Access onto the site is envisioned to be from the adjacent parking lot on the west side. Two layouts were developed to test fit the building footprint of approximately 6,300 SF onto the site within the zoning setbacks requirements along with reasonably configured circulation for rescue vehicles utilizing that access point. It would also allow for onsite employee parking.

Option 1 shows the building parallel on the southern property line with the apparatus bay to the south side. The building is roughly centered on the southern end and provides a loop one-way drive that goes around the entire building. The building front would face west. Angled crew parking is located on the north side off the drive with rear access to the building. A proposed bypass lane has been shown to the south of the apparatus bay to allow for passage. Visitor and handicapped parking are shown offsite at the existing parking area of the library.

Option 2 shows the building parallel to the west parking lot with the front facing southwest toward the library. This has a loop drive, but doesn't allow for room for a bypass lane. Crew parking is located at the northside with entry into the building at the northside. Visitor parking is

located at the side as you enter the property from the proposed access point with accessible parking located at the front.

The actual footprint and location of the building are of course subject to revision and will be developed further during the schematic design phase. We believe retention areas can be incorporated into the site in available landscaped areas, but these won't be confirmed until further site analysis and geo-technical reports are obtained. The site would be landscaped according to city codes and standards and care given to the wetlands to the north of the property.

M A T E R I A L S

Fire stations are typically built for durability and longevity in the public interest. They are manned around clock once they are opened and put into service. Exterior Envelope can be styled to meet the adjacent buildings and aesthetic goals. Selections of materials for the project will be discussed during the design phases of the project.

C O D E S U M M A R Y

This section lists some of the applicable codes that would apply to this project, along with some discussion of the code sections that we have used in the decision-making process during this conceptual phase. This list is not comprehensive. The 7th Edition of the code is tentatively set to take effect on December 31st, 2020 which may or may not impact the project depending on when it gets permitted and project is started.

A P P L I C A B L E C O D E S

Florida Building Code – Building 6th Edition 2017

Florida Building Code – Energy Conservation 6th Edition 2017

Florida Building Code – Plumbing 6th Edition 2017

Florida Building Code – Mechanical 6th Edition 2017

Florida Building Code – Fuel Gas 6th Edition 2017

Florida Building Code – Accessibility 6th Edition 2017

Florida Fire Prevention Code 6th Edition

NFPA 70 National Electrical Code

NFPA 72 National Fire Alarm Code

NFPA 90A Standard for the installation of Air Conditioning Systems

City of Lake City Land Development Code (currently not available for review)

Florida Building Code (FBC)

Occupancy Classification is **Mixed Use** between **Residential R-2** and **Storage S-1**.

A 2-hour wall shall be provided for separation between the classifications. (Table 508.4) However if sprinklered, the rating can be reduced to 1 hour. Automatic fire sprinklers are required in New Fire Stations per NFPA 1 (13.3.2.3)

Building Height and Area Limitations - Construction Type V-B (FBC Maximum is 60'/3 Stories and 12,000 sq. ft)

Construction Type V-B would accommodate the required height and area for R-2 and recommend using **Type V-B** to cover any type of construction. Construction types are defined in the FBC Chapter 6. (Table 601 is included in the appendix.)



Division	Room Name	Unit NSF	Staff	Quantity	Subtotal	COMMENTS
Residence Area						
1.1	Lobby/Entry	60	0	1	60	
1.2	Living Room/Dining	450	0	1	450	Space for 6 recliners around TV
1.3	Kitchen	300	0	1	300	Provide separate Ref/Pantry per shift (3); adjacent patio/grille area
1.4	Storage	100	0	1	100	
1.5	Restrooms	65	0	2	130	Single user with a large shower
1.6	ADA Restroom	85	0	1	85	Single user with a ADA shower and compliant rest room
1.7	Lieutenant Bunk/Office	120	1	1	120	Space for a desk and bed and shift lockers
1.8	LT Private Bathroom	60	0	1	60	
1.9	Bunk Room (Crew)	480	6	1	480	6 Semi-private bunks spaces with bed, desk and 3 shift lockers; egress window
1.1	Custodial	50	0	1	50	Janitor sink and shelving of supplies
1.11	Laundry Room	100	0	1	100	Washer and Dryer w/ folding top
			0		0	
			0		0	
Subtotals (NSF)					1,935	
Subtotal Division Gross Sq Feet x 1.3 (DGSF)					2,516	
Subtotal (Staff)			7			
Storage Area						
2.1	Appartus Bay	2230	0	1	2230	2 long bays for +/- 50' fire trucks; Trench drains; Provide Ice machine in or nearby
2.2	Decon	120	0	1	120	Provide a shower and sink to rinse off containments; Decon cab or washer
2.3	Equipment Lockers	200	0	1	200	18 lockers for gear & Turn out for clean gear
2.4	Shop	120	0	1	120	Provide a work top in space for air pack maintenance
			0		0	
Subtotals (NSF)					2,670	
Subtotal Division Gross Sq Feet x 1.3 (DGSF)					3,471	
Subtotal (Staff)			0			
Station to be equipped with a stand by generator in the event of a power outage						
Total Staff			7			
Total Net Square Feet					4,605	
Subtotal Gross Square Feet					5,987	
Mechanical / Electrical at 5% of Gross					299	
Total Gross Square Feet					6,286	



ARCHITECTURAL CONCEPT SITE PLAN For City of Lake City Fire Department

SCALE: 1" = 30'

Zoning CHI

Approx 6,500 sq ft Building

1.02 ACRES

4.15.6 Min Lot Requirements - Bldg 5,000-10,000sq ft = 20 sq ft, min lot width: 125 ft

4.15.7 Min Setback Requirements - Front: 20ft, Sides: None (Unless provided, then min of 5 ft), Rear: 15 ft

Special Provision: No less than 15' of the depth of the required front yard shall be maintained as a landscaped area. The depth of this landscaped area shall be measured at right angles to the property lines & shall be established along the entire length and contiguous to the designated property line or lines. This landscaped area may be penetrated at right angles by driveways. The remainder of the required yard maybe used for off-street parking, but not for buildings.

4.15.9 Max Lot Coverage by All Buildings: 35%, No structure shall exceed a 1.0 floor area ratio.

4.15.13 Min Off-street Parking Requirements - One Space for each 500 sq ft of floor area.



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