

TASK ORDER No. 01

**CONTINUING PROFESSIONAL SERVICES
(Architecture)**

THIS TASK ORDER FOR CONTINUING PROFESSIONAL SERVICES (“Task Order”) is made on the day of _____, between the **City of Lake Worth Beach**, a Florida municipal corporation (“City”) and **WGI, Inc.**, a Florida CORPORATION (“CONSULTANT”).

1.0 Project Description:

The City desires the CONSULTANT to provide those services as identified herein for the Project. The Project is described in the CONSULTANT’s Proposal, dated May 31, 2023, and services are generally described as: Water Treatment Plant Roof Storm Hardening (the “Project”).

2.0 Scope

Under this Task Order, the CONSULTANT will provide the City of Lake Worth Beach with Architecture consulting services for the Project as specified in the **CONSULTANT’s proposal attached hereto and incorporated herein as Exhibit “A” Scope.**

3.0 Schedule

The services to be provided under this Task Order shall be completed within 180 calendar days from the City’s approval of this Task Order or the issuance of a Notice to Proceed.

4.0 Compensation

This Task Order is issued for a lump sum, not to exceed amount of \$236,656.00.

5.0 Project Manager

The Project Manager for the CONSULTANT is Eric Luttmann, AIA, phone: 727-656-6449; email: eric.luttmann@wginc.com; and, the Project Manager for the City is Garry E. Baker II (Plant Manager), phone: 561-586-1713; email: gabaker@lakeworthbeachfl.gov.

6.0 Progress Meetings

The CONSULTANT shall schedule periodic progress review meetings with the City Project Manager as necessary but every 30 days as a minimum.

7.0 Authorization

This Task Order is issued pursuant to the Continuing Professional Services Agreement (Architecture) based on RFQ# 23-300 between the City of Lake Worth Beach and the CONSULTANT, dated March 24, 2023 (“Agreement” hereafter). If there are any conflicts between the terms and conditions of this Task Order and the Agreement, the terms and conditions of the Agreement shall prevail.

IN WITNESS WHEREOF, the parties hereto have made and executed this Task Order No. 01 as of the day and year set forth above.

CITY OF LAKE WORTH BEACH, FLORIDA

By: _____
Betty Resch, Mayor

ATTEST:

By: _____
Melissa Ann Coyne, City Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

APPROVED FOR FINANCIAL
SUFFICIENCY

By: _____
Glen J. Torcivia, City Attorney

By: _____
Yannick Ngendahayo, Financial Services Director

CONSULTANT:

WGI, Inc.



By: _____

Print Name: Eric Luttmann, AIA

Title: Director, Architecture

STATE OF Florida)
COUNTY OF Hillsborough)

THE FOREGOING instrument was acknowledged before me by means of physical presence or online notarization on this 26th day of October, 2023, **WGI, Inc.**, by a Florida Corporation, who is personally known to me or who has produced _____ as identification, and who did take an oath that he or she is duly authorized to execute the foregoing instrument and bind the CONSULTANT to the same.

Carrie Donelan Fisher
Notary Public Signature

Notary Seal:



Exhibit "A" Scope



August 21, 2023

Garry E. Baker II
Water Plant Manager
City of Lake Worth Beach, Water Utilities Department
301 College Street
Lake Worth Beach, FL 33460

gabaker@lakeworthbeachfl.gov

Re: City of Lake Worth Beach Continuing Professional Services – Architecture
Water Treatment Plant Roof Storm Hardening Project
Task Order (TO) #1

Greetings Garry,

WGI is pleased to provide this proposal to City of Lake Worth Beach (CLIENT) for architectural/engineering services in relation to the above-mentioned project. Our scope of services and corresponding fees are detailed below. In addition, it is agreed that WGI's services will be performed pursuant to the corresponding Continuing Professional Services Agreement with the City of Lake Worth Beach dated March 24, 2023.

PROJECT UNDERSTANDING:

The Water Treatment Plant Roof Storm Hardening Project (PROJECT) consists of an existing conditions review, design, grant assistance, and construction administration services for the replacement of the City's Water Treatment Plant roofing system to remediate observable ponding and drainage concerns. The PROJECT is funded through a current Florida Department of Economic Opportunity (FDEO) grant agreement (I0129) and will be bid on conjunction with the East Clearwell Roof Membrane Replacement (CLEARWELL) that has been previously designed by WGI.

SCOPE OF SERVICES:

WGI will provide the following professional services for the PROJECT:

1. GRANT ADMINISTRATION

WGI will provide grant administration assistance services to the CLIENT consisting of the following activities only:

- a. Review grant requirements;
- b. Review grant agreement particularly regarding the Davis Bacon Wage Requirements and assist CLIENT with review of contractor compliance submittals during construction; and
- c. Attend up to two (2) coordination meetings with grant administration consultant and/or FDEO Grant Manager.

2. DESIGN DEVELOPMENT

WGI will visit the site to review existing conditions, document findings in a report style format for Work Areas as defined in Figure 1 below and prepare Design Development documents for the PROJECT consisting of cost estimate and plans to illustrate general design intent for the new roofing system, roof drainage improvements, and associated architectural components for the roofing system replacement only. Reasonable CLIENT review comments will be addressed accordingly and incorporated into the following submittal. Architecture staff will attend one (1)

project kick-off meeting and one (1) review meeting with CLIENT and project team to discuss Design Development comments.

3. 90% CONSTRUCTION DOCUMENTS

WGI will prepare 90% Construction Documents consisting of cost estimate, plans, and sheet specifications illustrating design intent and technical detailing based on the approved Design Development. Reasonable CLIENT review comments will be addressed accordingly and incorporated into the next submittal. Architect will attend one (1) review meeting with CLIENT and project team to discuss 90% Construction Documents comments. PROJECT will utilize specifications developed for the East Clearwell Roof Membrane Replacement project and WGI will coordinate with CLIENT for front end specification documents.

4. 100% CONSTRUCTION DOCUMENTS

WGI will prepare 100% Construction Documents based on the approved 90% Construction Documents. The 100% Construction Documents will consist of cost estimate, plans, sheet specifications, and other information as required for submittal to the Authority Having Jurisdiction's (AHJ) Building Department.

5. PERMITTING/BIDDING ASSISTANCE

WGI will submit digitally signed 100% Construction Documents to the AHJ, coordinate the building permit process with the AHJ, and assist the client during the bidding process as follows:

- a. Respond to reasonable AHJ permit comments and revise plans accordingly;
- b. Conduct on-site pre-bid meeting in coordination with CLIENT and issue minutes;
- c. Respond to up to ten (10) contractor Request for Information (RFI) during the bidding process;
- d. Assist CLIENT in bid review process and propose bid recommendation;
- e. Assist CLIENT with grant coordination efforts between CLIENT, FDEO, and contractor;
- f. Prepare and issue addenda; and
- g. Issue digitally signed Conformed Set of documents in PDF format including permit comment and bidding process revisions to the CLIENT.

6. CONSTRUCTION ADMINISTRATION

WGI will provide architectural Construction Administration Services for this PROJECT and CLEARWELL as follows:

- a. Virtually attend one (1) PROJECT pre-construction meeting;
- b. Virtually attend up to six (6) construction progress meetings;
- c. Respond to up to 10 (10) contractor RFI;
- d. Review architectural submittals and shop drawings;
- e. Attend three (3) construction progress site visits per week and document findings in associated field observation reports;
- f. Attend one (1) Substantial Completion walkthrough and provide associated Punchlist;
- g. Provide interpretation of plans and specifications. Assist with review of contractor's proposals for any changes of work, assist with negotiations, and provide recommendations to CLIENT;
- h. Review and recommend disposition to CLIENT regarding contractor payment applications;
- i. Review closeout documentation; and
- j. Prepare Record Drawings for the project based on red-lined drawings provided by the Contractor. Digital copies (PDF and AutoCAD versions) of Record Drawings will be provided to the CLIENT.

BASIS OF SCOPE:

This proposal is based on the following:

1. WGI shall be entitled to rely on the completeness and accuracy of all information provided by CLIENT. Information requested by WGI during the project will include, but may not be limited to, the building floor plans; plumbing, utilities, and roof drain plans; environmental assessments; geotechnical reports; and survey (with CAD file);
2. Additional submittals and coordination with permitting agencies not due to WGI's work will be invoiced on an hourly basis;
3. Scope of Services and fee associated with PROJECT are based on correspondence with, and document titled "2022.07.18 CFHP Budget Workplan.xlsx" as provided by CLIENT;
4. The limits of the project will only include the Work Areas described as defined in Figure 1 below;
5. Scope outlined herein are the Basic Services associated with the Proposed Fee included. Any services outside these Basic Services shall be considered Additional Services and for which WGI will receive additional compensation. Additional Services must be authorized by CLIENT in writing and accepted by WGI;
6. The PROJECT and CLEARWELL project (previously designed) will be designed, permitted, bid, and constructed under one (1) phase. It is assumed the CLEARWELL project will be inserted as-is into a comprehensive permitting and bid package;
7. Specific roofing system requirements and products will be coordinated with CLIENT;
 - a. Coordinate language and line item/allowance in the Construction Documents to accommodate destructive demolition of observable soft areas within existing roof conditions.
8. Structural Engineering is included only to field review potential damage to substrate or structure beneath roofing system to be replaced and consult with CLIENT as to extent of damage. All design and/or engineering is excluded and will be coordinated with CLIENT as additional services based on extent of effort determined by field observation;
9. This proposal explicitly excludes:
 - a. Value Engineering Services and/or the subsequent revisions to the Contract Documents, nor any revisions to the Contract Documents resulting from changes proposed by other parties;
 - b. Any modifications to the CLEARWELL project design aside from administrative/formatting the documents into the comprehensive permitting and bid package;
 - c. Design or professional consulting for anything not explicitly identified in this proposal, including but not limited to improvements to any other portions or installations at the water treatment building or facility;
 - d. Structural Engineering design and/or engineering;
 - e. Grant assistance or writing beyond the activities explicitly listed in the proposal;
 - f. Geotechnical Engineering (Soils analysis and investigation with full report including foundation recommendations to be procured separately by CLIENT.);
 - g. Green building certification services as well as energy modelling;
 - h. WGI is not responsible for identifying or documenting the removal of any hazardous materials such as asbestos, lead-based paint, etc.;
 - i. Project review fees, inspection fees, fiscal surety, permit fees, and other associated project-related fees are not part of this scope and remain the responsibility of the CLIENT;
 - j. Site visits or additional field reviews beyond those explicitly included; and
 - k. Reproduction or printing of any kind not explicitly identified in this proposal.
10. All submittals to CLIENT will be in digital PDF format only;
11. Significant modifications or revisions to work that has already been completed and approved will require an amendment to this contract. WGI will submit a separate proposal for those services; and
12. Additional submittals and coordination with AHJ or other permitting agencies not due to WGI's work will be invoiced on an hourly basis.

We appreciate the opportunity to continue to be of service to City of Lake Worth Beach. Upon acceptance of this proposal, please sign and return an executed copy to this office.

Respectfully submitted,
WGI



Eric Luttmann, AIA, NCARB
Director, Architecture

ATTACHMENTS:

Exhibit B – Fee Spreadsheet

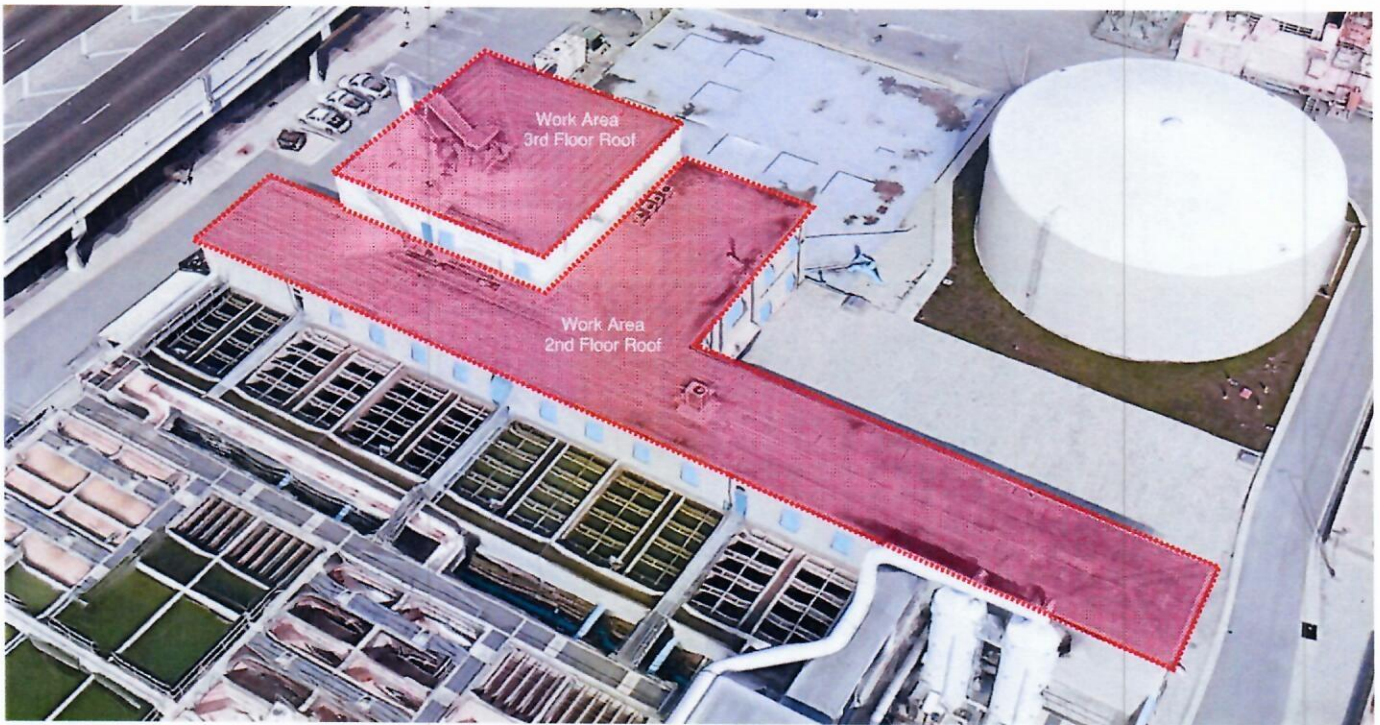


Figure 1 – PROJECT Work Areas Extents

Exhibit "B" Fee

Task Order 01 Architecture_WTP Roof Storm Hardening

By: Eric Luttman, AIA

TASK DESCRIPTION	Principal Architect		Project Manager (Architect)		Architect		Senior Graduate Architect		Graduate Architect		Project Manager (Engineer)		Engineer 2		Senior Engineer Intern		Designer		TOTAL FEE	
	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate		
GRANT ADMINISTRATION																				
1 Review grant requirements	4	\$ 8																	\$ 2,500	
2 Attend meetings	2	\$ 4																	\$ 2,530	
3 Coordination	12	\$ 48																	\$ 14,500	
Reimbursable Expenses (5.0%)																			\$ 252	
SUBTOTAL HOURS	18	\$ 60	0	\$ 0	0	\$ 0	0	\$ 0	12	\$ 48	0	\$ 0	4	\$ 16	0	\$ 0	0	\$ 0	\$ 19,782	
DESIGN DEVELOPMENT																				
1 Kick-off Meeting	2	\$ 2																	\$ 1,110	
2 Site Visit and Existing Conditions Report	12	\$ 24																	\$ 12,720	
3 Prepare DD Plans	12	\$ 24																	\$ 17,800	
4 Review meeting	2	\$ 2																	\$ 1,010	
5 Submit to CLIENT	4	\$ 4																	\$ 1,200	
6 Coordination	8	\$ 16																	\$ 7,560	
Reimbursable Expenses (5.0%)																			\$ 1,692	
SUBTOTAL HOURS	34	\$ 72	0	\$ 0	0	\$ 0	0	\$ 0	80	\$ 320	0	\$ 0	26	\$ 104	0	\$ 0	0	\$ 0	\$ 43,092	
CONSTRUCTION DOCUMENTS																				
1 Prepare 90% CD Plans	40	\$ 40																	\$ 37,920	
2 Review meeting	2	\$ 2																	\$ 1,010	
3 Submit to CLIENT	4	\$ 4																	\$ 1,200	
4 Prepare 100% CD Plans	16	\$ 40																	\$ 26,380	
5 Submit digitally signed to CLIENT / AHJ	8	\$ 8																	\$ 6,140	
Reimbursable Expenses (5.0%)																			\$ 3,633	
SUBTOTAL HOURS	56	\$ 94	0	\$ 0	0	\$ 0	0	\$ 0	230	\$ 920	0	\$ 0	34	\$ 136	0	\$ 0	0	\$ 0	\$ 76,283	
PERMITTING / BIDDING ASSISTANCE																				
1 Respond to AHJ review comments	4	\$ 8																	\$ 2,910	
2 Attend Pre-bid meeting	8	\$ 16																	\$ 3,120	
3 Bid RFI response and Issue addenda	4	\$ 16																	\$ 5,620	
4 Bid review/consulting	4	\$ 8																	\$ 3,320	
5 Issue digitally signed Conformed Set	8	\$ 8																	\$ 2,300	
Reimbursable Expenses (5.0%)																			\$ 864	
SUBTOTAL HOURS	12	\$ 48	0	\$ 0	0	\$ 0	0	\$ 0	0	\$ 0	0	\$ 0	26	\$ 104	0	\$ 0	0	\$ 0	\$ 18,134	
CONSTRUCTION ADMINISTRATION																				
1 Pre-construction Meeting	2	\$ 2																	\$ 1,290	
2 Construction Progress Meetings	24	\$ 24																	\$ 4,440	
3 RFI response	16	\$ 16																	\$ 4,600	
4 Submittals Review	16	\$ 16																	\$ 4,600	
5 Construction Progress Site Visits	40	\$ 40																	\$ 48,400	
6 Substantial Completion Site Visit and Punchlist Coordination	2	\$ 2																	\$ 4,950	
7 Record Drawings	2	\$ 4																	\$ 4,450	
8 Coordination	2	\$ 16																	\$ 3,470	
Reimbursable Expenses (5.0%)																			\$ 3,167	
SUBTOTAL HOURS	2	\$ 142	0	\$ 0	0	\$ 0	0	\$ 0	16	\$ 64	0	\$ 0	218	\$ 872	0	\$ 0	0	\$ 0	\$ 79,367	
Grand Total																				\$ 236,656

EXHIBIT B