

**TASK ORDER No. 2**  
**RFQ#23-300**  
**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 **SONG & Associates, 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 February 8, 2024 and services are generally described as: Professional Architectural & Engineering Services for Expansion and Remodeling of Community Sustainability Dept. at Field Service Complex Design Development, Construction Documents, and Construction Administration (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 “1”**.

**3.0 Schedule**

The services to be provided under this Task Order shall be completed within **270** 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 **One Hundred Twenty-Five Fifty Dollars (\$125,050)**. The attached proposal identifies all costs and expenses included in the lump sum, not to exceed amount.

**5.0 Project Manager**

The Project Manager for the CONSULTANT is: Jill Lanigan, phone (561) 628-3188; email: ilanigan@songandassociates.com; and, the Project Manager for the City is William Waters, phone: 561-586-1634; email: wwaters@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 **03/28/2023** (“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. 2 as of the day and year set forth above.

**CITY OF LAKE WORTH BEACH, FLORIDA**

By: \_\_\_\_\_  
Betty Resch, Mayor

ATTEST:

By: \_\_\_\_\_  
Melissa Ann Coyne, MMC, 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: SONG & ASSOCIATES, INC.

By: \_\_\_\_\_  
*J. Jamy*  
Jill Lortigan,  
PRINCIPAL

[Corporate Seal]

STATE OF FLORIDA )  
COUNTY OF PALM BEACH

THE FOREGOING instrument was acknowledged before me by means of • physical presence or • online notarization on this 15 day of FEBRUARY, 2024, **SONG & Associates, 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.

\_\_\_\_\_  
Notary Public Signature



Perry Douglass  
Comm. #GG955662  
Expires: May 1, 2024  
Bonded Thru Aaron Notary

Notary Seal:

**Exhibit “1”**  
**(Consultant’s Proposal – 7 pages)**



February 8, 2024

William Waters, AIA, NCARB, LEED AP BD+C, GGP, ID, SEED  
Community Sustainability Director  
City of Lake Worth Beach  
1900 Second Avenue North  
Lake Worth Beach, FL 33461

RE: Professional Architectural & Engineering Services for  
Expansion and Remodeling of Community Sustainability Dept. at Field Service Complex  
Design Development, Construction Documents, and Construction Administration

Dear Mr. Waters,

Song + Associates has completed Phase 1 services including Space Needs Analysis and Conceptual Design for reorganization and expansion of your Community Sustainability/Building Dept. at the Field Service Complex located at 1900 Second Avenue North. We respectfully submit this proposal for services to develop the selected design option dated January 8, 2024 through construction documents, permitting, bidding, and construction administration.

## **I. PROJECT UNDERSTANDING**

The first phase of the project included development of the space program and the building needs analysis of the affected departments and public lobby improvements. The proposed design includes an expansion of the building to accommodate a new public lobby and customer service area as well as additional staff work area. A mezzanine, to be located above the existing lobby area, will provide space for long-term record storage. Remodeling and reconfiguration of existing single-fixture restrooms adjacent to the current lobby will provide a new connection to the Utilities Dept. directly from the new public lobby. Two new single-fixture restrooms will be added within the existing staff work area of the Community Sustainability department. Other minor remodeling will include door and partition modifications to improve functionality.

The expansion area will be in the existing raised entry plaza and will require a new accessibility ramp and modification of existing steps and raised planters. Improvements are not expected to impact the existing parking lot or other site areas beyond the expansion area. This proposal includes a partial survey of the affected area. The new construction may impact existing stormwater drainage and/or utility connections. The proposal includes Analysis and Conceptual/Schematic Design for Civil Engineering to determine the extent of site/civil work required.

The new construction will occur between two existing metal buildings. As metal buildings typically have minimal reserve structural capacity, we assume that the new structure will be entirely independent of the two existing buildings. Further, we assume that the foundations will be shallow spread footings and that the ground slab can be soil supported.

## **II. SCOPE OF SERVICES**

### **A. OVERVIEW**

1. Song + Associates and our consultants of Jezerinac Group (Structural), OCI Associates (MEP), and Engenuity Group (Civil and Survey) will be providing Architectural and Engineering services (inclusive of basic interior design and finish selections) for this project.

## **Song + Associates, Inc.**

Architecture • Planning • Interior Design  
AA003165 / IB0001095

1545 Centrepark Drive North  
West Palm Beach, Florida 33401  
T: 561.655.2423 F: 561.655.1482

American Institute of Architects / NCARB

2. We will provide professional services necessary for the design phases consisting of Design Development, Construction Documents, Permitting, Bidding/ Negotiation Assistance, and Construction Administration.

B. DESIGN DEVELOPMENT

- Investigate and document the site conditions for the purpose of drafting as-built drawings as required for the scope of work. Review available construction record documents as provided by the City.
- Prepare design documents inclusive of drawings and outline specifications (table of contents) describing in general the construction work to be performed: materials, equipment, building systems, workmanship and finishes required for the work.
- Coordinate and interface with other consulting disciplines of Mechanical, Electrical and Plumbing, Structural, and Civil Engineering.
- The anticipated delivery method for construction will be Design/Bid/Build. Coordinate with the Owner for the front end of the specifications pertaining to the conditions of the construction contract including phasing, general conditions, general requirements, schedule, milestones, etc.
- Facilitate discussions with the Building Department and Fire Marshal to receive their input regarding design and documentation prior to the formal permit review.
- Conduct periodic progress meetings with the Owner and Design Consultants.
- Prepare documentation as needed to support Site Plan approval process requirements.
- Provide Conceptual/Schematic Design for civil engineering to support Site Plan approval process. Research existing water and sewer utility connections, stormwater discharge and detention requirements. Identify civil engineering scope necessary for the project and define the requirements for Owner review and direction. (Note: Additional services fees may be required for potential expanded scope.)
- Provide a coordinated Design Development set for Owner review.
- Upon receipt of written Owner comments, provide a matrix of comment responses.

C. CONSTRUCTION DOCUMENTS

- Upon the Owner's approval of the Design Development deliverable, prepare documentation inclusive of drawings and 3-part technical specifications describing in detail the construction work to be performed: materials, equipment, workmanship, and finishes required for the work.
- Continue to coordinate and interface with other consulting disciplines of Mechanical, Electrical and Plumbing, and Structural to finalize the design.
- Perform final coordination with the Owner for the requirements for the front end of the specifications pertaining to the conditions of the construction contract including phasing, general conditions, general requirements, schedule, milestones, etc.
- Continue discussions with the Building Department and Fire Marshal to receive their final input regarding design and documentation prior to official permit review.
- Conduct periodic progress meetings with the Owner and Design Consultants.
- Provide the final coordinated contract documents that will guide stakeholders in the project moving forward.

D. PERMIT, BIDDING AND NEGOTIATION ASSISTANCE

- Assist in the preparation of bid documents.
- Respond to Bidder questions and preconstruction RFI's.

- Issue revised documents required by addenda items.
- Assist the Owner with review and evaluation of the bids and contractor qualifications when requested.
- Provide a conformed set of documents incorporating pertinent revisions including Building Department comments, addenda and responses to preconstruction RFI's.

E. CONSTRUCTION ADMINISTRATION

- Provide responses to Contractor construction RFI's
- Review and process shop drawings and product samples.
- Conduct periodic site observation visits to evaluate construction relative to the intent of the documents.
- Attend periodic OAC (Owner/ Architect/Contractor) meetings every two weeks. Construction is not expected to exceed 10 months. Extended construction schedule may require additional fees for meeting attendance if required.
- Review payment applications and certifications.
- Review all Construction Change Proposals and Change Orders for accuracy.
- Issue field bulletins when necessary.
- Issue Certificates for Substantial completion with punch list items and Final Pay Application Certificate.

III. **FEES**

**Basic Services:** Architecture, Structural, Mechanical, and Electrical, Plumbing and Fire Protection services. These are as identified by the State of Florida Division of Management Services which is one of several tools used as a reference to help establish services and fees.

**Extended Services:** are those which are considered additional services according to the State of Florida DMS. Certain extended services are a requirement of the project to procure the necessary approvals and permits needed for construction. We have identified those that are required and those which are optional and at the discretion of the Owner whether they are to be part of the design scope.

Description of Extended Services in this proposal:

**Civil Conceptual/Schematic Design (Required)**

- Meet with Owner to define and clarify requirements for the Project and available data.
- Provide the design team with the technical data and information for creation of Site Plan and submittals for Site Plan Approval.
- Research and Coordination of existing water and sewer utility connection points.
- Research and Coordination on legal positive outfall point and detention requirements for storm water discharge and runoff.
- Conceptual/Schematic Design will define additional engineering scope and required permitting including but not limited to South Florida Water Management District ERP permits or permit modifications, City of Lake Worth Beach Engineering Department on-site paving and drainage requirements and NPDES Permit. A proposal for required additional services will be prepared and presented for Owner's consideration based on the Conceptual/Schematic Civil Design.

**Partial Survey (Required)**

Prepare a Topographic and Tree Survey pursuant to Chapter 5J-17.050, Florida Administrative Code, of a portion of the site identified by Parcel Control Number: 38-43-44-21-02-021-0010. The limits of the survey is shown on the attached graphic outlined in red (Exhibit A) which includes a **Designated Scope of Services** for a specific list of items to be included on the survey.

The final deliverable will be an electronically signed and sealed copy of the Topographic and Tree Survey with accompanying AutoCAD file.

**Low Voltage Systems Coordination (Required – included in basic services)**

The Design Team will coordinate with Owner vendors for point-to-point conduit locations for specialty systems for Owner-selected devices and locations which include the following:

- Low Voltage Access/ Security systems.
- IT/Data locations and system coordination.

**Detailed Interior Design and Signage (Optional)**

Recommendations for finishes and fixture types is included in the basic services. Development and presentation of interior color palettes, selection and specification of products may be provided as an optional service. Detailed Interior signage scope would include full interior building signage design, numbering, specifications, and branding in compliance with any City’s standards beyond the minimum code required.

**Furniture Selection and Procurement (Optional)**

Select options of manufacturer products and develop specifications for the various types of furniture, fixtures and equipment (FFE). Procurement of furniture includes research of alternate vendors to obtain the best pricing, preparation of purchase orders for submission by the Owner, and Architect supervision of onsite installation to ensure design intent is met. Services may be provided as a lump sum fee typically based on 10% to 15% of the net cost of goods.

**Record Documents**

Provide electronic drawing files (PDF & CAD) which will reflect contractor-provided redline changes to the permit documents during construction.

**Sustainable Design**

LEED certification or any other sustainable certification process is not included; however, Song + Associates and our consultants are committed to sustainable design which will include common “green” building practices.

Song + Associates, Inc. will provide the above-described services for a fixed fee amount as outlined below.

**A. Basic Services**

1. Basic Services for Architectural/ Structural / MEP.	\$	<b>105,800.00</b>
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**B. Required Extended Services**

2. Civil Conceptual/Schematic Design	\$	3,300.00
3. Partial Survey	\$	6,450.00
4. Low Voltage system Coordination		<i>(inc. in Basic)</i>

	Subtotal (B) \$	9,750.00
	<b>Subtotal (A + B) \$</b>	<b>115,550.00</b>

**C. Optional Extended Services**

5. Detailed Interior and Signage Design	\$	5,500.00
6. Furniture Selection and Procurement Assistance	\$	TBD
7. Record Documents	\$	2,500.00

	Subtotal (C) \$	<b>8,000.00</b>
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**D. Reimbursable Expenses**

8. Allowance - Not to Exceed	\$	1,500.00
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	<b>Grand Total (A + B + C + D) \$</b>	<b>125,050.00</b>
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**IV. REIMBURSABLE EXPENSES**

Reimbursable expenses shall be in accordance with the terms and conditions of the Client Prime Agreement for Continuing Annual Services and shall not exceed the amount set forth above. The Architect shall be paid for all normal reimbursable expenses such as, but not limited to, printing, reproductions, special delivery, mileage and travel expenses outside the County, in addition to the base compensation within the allowance stated above.

**V. ADDITIONAL SERVICES**

Additional services not included in the scope above but offered by this design team may be provided through an additional services proposal either on an hourly basis or lump sum agreement. Hourly services may be provided in accordance with the hourly rates as set forth in the Client Prime Agreement for Continuing Annual Services. These include but are not limited to:

- Geotechnical Services – the expansion area is intended to occur at the raised building entry plaza assumed to be compacted. If original construction drawings and soil reports are not available soil borings may be required. If additional civil work is identified, percolation and other geotechnical or environmental testing may be required.
- Civil Engineering – this proposal includes conceptual level design and study of the project’s affected area. Additional civil engineering may be determined to be necessary including but not limited to modifications of water and sewer utility connections, stormwater drainage and agency permitting.
- Landscape Architecture and Irrigation – The project limits should not impact landscape design other than minimal impacts to existing planters and foundation plantings which could be addressed by the Owner’s maintenance resources.
- Commissioning and/or Sustainable Design for certification.
- Detailed Cost Estimates
- Construction Administration services beyond the time frame set forth in Section II.E, above.

**VI. EXCLUSIONS**

- Demolition to expose concealed conditions.
- Material Testing including identification of hazardous materials
- Fire Flow Tests

This proposal will remain valid for 60 days from the date of this letter. S+A will await a written purchase order to serve as authorization to proceed. We appreciate this opportunity and look forward to your consideration of this proposal.

Sincerely,

Jill Lanigan,  
Principal

cc: Robert Castrovinci, S+A; Lisa Centeno, S+A; file

Exhibit A - Area and Scope of Survey

Graphic



**DESIGNATED SCOPE OF SERVICES: TOPOGRAPHIC/TREE SURVEY**  
**NAME: CITY OF LWB COMMUNITY SUSTAINABILITY BLDG EXPANSION**  
**ENGENUITY PROJECT NO. 24019.01                      DATE: 2/5/2024**

TASK:	Included in Contract (Yes/No)
<b>Topographical Survey</b>	
Minimum of two permanent benchmarks per every 500' on site; description and elevation to nearest .01'.	Yes
Contours at 1-foot intervals; error shall not exceed one half contour interval.	No
Spot elevation at each intersection of a 50-foot square grid covering the property.	Yes
Spot elevations at street intersection and at 100 feet on center curb, sidewalk and edge of paving including far side of paving.	Yes
Topographic data will be obtained at 100-foot intervals of the road from right-of-way to right-of-way.	Yes
Plotted location of structures, man-made (e.g., paved areas) and natural features.	Yes
Location of water mains, and other utilities including, but not limited to, buried tanks and septic fields serving, or on, the property based on as-built information supplied by utility companies.	No
Location of fire hydrants available to the property.	Yes
Location and characteristics of power and communications systems above grade.	Yes
Location, size, depth and direction of flow of sanitary sewers, storm drains and culverts serving, or on, the property; location of catch basins and manholes, and inverts of pipe at each.	Yes
Name of the operating authority of each utility.	No
Elevation of water in any excavation, well or nearby body of water.	No
Extent of watershed onto the property.	No
Trees of 6" and over (caliper 3' above ground); locate within 1' tolerance and give species in English or botanical terms.	Yes
Specimen trees flagged by the Owner or the Architect (___ in number); locate to the center within 1' tolerance; give species in English or botanical terms, give caliper and ground elevation on upper slope side.	No
Perimeter outline only of thickly wooded areas unless otherwise directed.	Yes
Confirm soil boring location(s).	No
SUE Services included in the scope	No
Scale of drawing is typically 1"=20' but will be determined by Engenuity Group, Inc. unless the client specifies a scale they would like the drawing at.	
Other (specify):	
<ol style="list-style-type: none"> <li>1. Datum will be National American Vertical Datum 1988 (NAVD 88)</li> <li>2. SUE Services are not included in the services</li> </ol>	