



3 February 2023
24 March 2023 Revised

Ali Tretheway
Procurement Coordinator
Levy County Board of County Commission
310 School Street
Bronson, FL 32621

**RE: Development Department Office Space
BFBSA No. 18110**

Ali, Barnett Fronczak Barlowe & Shuler Architects (BFBSA) appreciates the opportunity to provide Architectural Services for the above project as you requested. The scope of work will be to provide Professional Architectural Services for Pre-Design, Design, Contract Documents, Bidding and Contract Administration for the renovation of the existing building, owned by Levy County Government into offices for the Levy County Development Department offices. This proposal is based on the Conceptual Design floor plan dated 1/27/2023 and attached to this letter.

Our Team members are also listed below.

- **Architecture - Barnett Fronczak Barlowe & Shuler Architects**
- **Structural– BNI Engineering**
- **Mech., Elec., and Plumbing Engineering – Tomahawk Engineering**

It is our understanding that the preliminary project budget is being developed at this time and we have included a conceptual budget if you intend to bid the project to General Contractors.

Architectural Services Fee

The fee for the scope of work will be **\$79,945.00** and a fee breakdown for the for the scope of work is attached to this letter.

Fee by Project Phases

Design Phase	\$ 7,780.00
50% Contract Documents	\$21,135.00
100% Contract Documents	\$20,700.00
Bidding / Permitting	\$ 5,900.00
Contract Administration	<u>\$24,430.00</u>
Totals	\$79,945.00

We can provide Architectural Services at an hourly fee rate in an effort to reduce the fee if you intend to contract some of the work by County staff.

We anticipate up to 9 trips to the site for review of the construction progress.

- 1 trip during the Design Phase
- 1 trip during the Contract Document Phase
- 1 trip during the Bidding Phase
- 4 trips during New Construction Phase
- 1 trip during Substantial Completion
- 1 trip during Final Completion

Reimbursable expenses will be invoiced at 1.15 times actual cost. Reimbursable expenses will include, travel expenses, printing and other expenses directly associated with the project. We will provide an itemized breakdown of reimbursable expenses in each invoice.

This Proposal does not include the replacement of the low sloped roof or the pitched roof over the north addition. If a new roof is required at the low sloped roof we can provide Architectural Services for the demolition and removal of the HVAC units and installation of a new single play roof system. You may wish to replace the roof as a separate project in the future and just make repairs now.

Deliverables

BFBSA will submit electronic copies of the documents in PDF format. We will provide signed and sealed PDF documents for permitting through the city of Bronson.

Schedule

The schedule for the scope of work will be as follows:

Design Phase	45 days
50% Contract Documents	45 days
Contract Documents	60 days
Bidding and Permitting	45 days
Contract Administration	150 days

This proposal does not include fees for the following task, but these tasks can be provided as additional services by BFBSA.

- Hazardous material survey and/or abatement
- Sub-surface Investigation
- On-site representative
- Investigation and Design of off-site issues that may affect the building and site.
- Civil Engineering services
- Landscape Design services
- Structural, Mech, Plumbing and Elec. Engineering services beyond the interior build-out

- LEED Design and Application
- Graphic models for presentation material
- Life Cycle cost analysis
- Cost Estimating
- Site survey
- Specialty Security Consultants
- Fire protection and fire sprinkler design.
- Design repair to the roof decking
- Testing of the existing roof system
- Replacement of low slope roof
- Building permit fees
- City of Bronson Site Plan application and Environmental fees
- Design effort for Value Engineering after Contract Documents phase is completed.
- Design of Alternates for the project.

If you have questions regarding this proposal, please contact me. We look forward to a successful team effort for this project.

BARNETT FRONCZAK BARLOWE & SHULER ARCHITECTS

Sincerely,



Douglas S. Barlowe, AIA
Partner

Date: 1-Feb-23 3/24/23 Revised

Project: **Levy County Development Office Renovation**
 Description: Renovations to the existing County building



BFBSA No. 18110

			Int. Design	Const Admin			
Staff	Partner	Architect	Grad Arch	Proj Manage	Cadd	Clerical	Sub total
Rate	\$200	\$125	\$110	\$105	\$85	\$65	by Phase
Task							

Design Development							
Cover sheet						1	
Code Review	2	4				2	
Site Plan		2				1	
Life Safety Plan		2				4	
Demo Plan		2				4	
Foor Plan	1	2				8	
Demo Ceiling Plan		2				4	
Ceiling Plan		2				4	
Outline specifications		4	4				4
Meeting with Client	8						
Sub total Hours	11	20	4	0	28	4	
Sub total fee	\$2,200	\$2,500	\$440	\$0	\$2,380	\$260	\$7,780

50% Contract Documentms							
Cover and Site Plan						1	
Code Research and review	1	2				2	
Life Safety Plan	1	2				4	
Demo Plan		1				4	
Floor Plans		4				16	
Reflective Ceiling plan		1				4	
Exterior Elevations		1				2	
Interior Elevations		1	2			4	
Building Sections		1				4	
Wall sections		1				8	
Door schedule			2			2	
Door Details			2			4	
Building Details		2				4	
Millwork		1	2			8	
Outline Specifications		4	8			1	4
Schedules			2			2	
Meeting with Client	6						
Coordination of Consultants	1						
Sub total Hours	9	21	18	0	70	4	
Sub total fee	\$1,800	\$2,625	\$1,980	\$0	\$5,950	\$260	\$12,615

Contract Documents

Cover and Site Plan						1	
Code Review		1				1	
Life Safety		1				4	
Demolition Plans		1				8	
Demolition Details		1				8	
Floor Plans		4				8	
Reflective Ceiling Plan		1				8	
Exterior Elevations		1				8	
Interior Elevations		1	2			8	
Building Sections		1				2	
Wall Sections		1				8	
Details		4	4			8	
Millwork and details		2	2			8	
Door schedule		1				2	
Door Details		1				4	
Specifications		8	16				4
Review Drawings	2	1					
Coordination of Consultants	2						4
Meeting with Client	8						
Sub total Hours	12	30	24	0		86	8
Sub total Fee	\$2,400	\$3,750	\$2,640	\$0	\$7,310	\$520	\$16,620

Bidding

Pre Bid Conf		6					
Respond to questions		8	4			8	2
Develop addenda		8	4			8	
Coordination of Consultants	2	2					2
Sub total Hours	2	24	8	0		16	4
Sub total Fee	\$400	\$3,000	\$880	\$0	\$1,360	\$260	\$5,900

Construction Admin

Pre Construction Meet'g				8			
Site Inspections & CA				32			
Write reports				16			
Respond to questions		12		8	8		2
Develop ASIs		12		8	8		
Shop drawing review			8	16			
Coordination of Consultants		8					
Substantial Completion		8		4			2
Final Completion		8		4			2
Close out documents			4		8		
Sub total Hours	0	48	12	88	24		6
Sub total fee	\$0	\$6,000	\$1,320	\$9,240	\$2,040	\$390	\$18,990

	34	143	66	88	196	26	
Fee amount	\$6,800	\$17,875	\$7,260	\$9,240	\$16,660	\$1,690	

Architectural fee \$61,905.00 \$61,905.00

Architectural fee \$61,905.00

Consultants

Civil
 Structural \$3,000.00 BNI Allowance
 MEP \$15,040.00 Tomahawk See attached proposal
 Cost Estimating

Total Consultant fee \$18,040.00
 Travel TBD To be Determined
 Reimbursable cost TBD To be Determined

Total Project Fee \$79,945.00

Fee Breakdown

	BFBSA Architecture	BNI Structural	Tomahawk MEP				Total Fee by Phase
Design Development	\$7,780.00						\$7,780.00
50% Contract Documents	\$12,615.00	\$1,000.00	\$7,520.00				\$21,135.00
Contract Documents	\$16,620.00	\$2,000.00	\$2,080.00				\$20,700.00
Bidding	\$5,900.00						\$5,900.00
Contract Administration	\$18,990.00		\$5,440.00				\$24,430.00
Totals	\$61,905.00	\$3,000.00	\$15,040.00	\$0.00	\$0.00	\$0.00	\$79,945.00



March 23, 2023

Doug Barlowe, AIA
Barnett Fronczak Barlowe and Shuler Architects
2074 Centre Pointe Boulevard
Tallahassee, FL 32308

Re: Levy County Development Department Offices Renovation
Engineering Fee Proposal

Dear Mr. Barlowe:

We are pleased to submit to you this proposal for Mechanical, Electrical, and Plumbing Engineering Design Services for the above referenced project.

Project Description:

We understand that the project is to consist of a renovation to the existing building in Levy County for the Development Department Offices. The work will be based on the initial report on existing conditions performed earlier this year and attached. Also attached is a preliminary floor plan for the renovation space. Based on information contained therein, it is tentatively planned to provide split DX air conditioning units with an energy recovery ventilator as needed for FBC, Mechanical required ventilation rates. Electrical design will include LED lighting throughout.

Scope of Services:

Tomahawk Engineering and Consulting, Inc. (Tomahawk Engineering) will provide the following Engineering Design Services:

- Engineering Documents to support the desired renovations described above.
 1. HVAC design will include design for new HVAC systems as determined by the team. We have tentatively planned around DX splits systems as indicated above.
 2. Electrical design will consist of new lighting, electrical components, and an empty raceway system for owner furnished structured cabling.
 - It is assumed that Levy County has preferred vendors for design and installation of structured cabling.
 3. Plumbing design is included as required for restroom renovations and minor renovations to plumbing as needed for break rooms, etc.

4. Fire Protection Design: As the existing building is not sprinkled and the occupancy will be business upon completion of the renovation, fire protection is not included as part of this design proposal.
- Construction administration services for this scope are included as part of the project scope. The scope of construction administration services is listed below:
 1. Response to contractor questions.
 2. Review of contractor submittals.
 3. (1) progress site review during construction is included in the fee. This review will be completed at or near the 50% construction level and will be accompanied by a field report upon completion of site review.
 4. (1) Substantial completion site review and accompanying punch list.
 - Printing costs for other than (1) set at the completion of the project for reproduction is not included in the fee. Where printing is desired, it will be provided at costs plus 10%.

Items to be furnished by the Architect:

- Base plans for building in ACAD format.
- Total building occupant load.
- Any equipment requiring Engineering Connections.

Items Excluded by Tomahawk Engineering:

- Civil site engineering and drawings.
- Structural design.
- Exhaustive (prolonged) construction or project management services and meetings.
- Commissioning services.
- Building/service modeling services.
- Life Cycle Costs Analysis.
- LEED Services.
- Fire Protection Engineering services.
- Plumbing Engineering outside that indicated above.
- Electrical Engineering outside that indicated above.
- Mechanical Engineering outside that indicated above.
- Engineering services greater than 5' outside the building(s) footprint.
- Printing costs outside that indicated above.

Fee:

We propose to provide the scope of services described above for the following:

- Engineering: \$ 9,600.00

Tomahawk Engineering and Consulting, Inc.
1940 Buford Boulevard – Tallahassee, Florida 32308
Phone: 850-402-3040
Certificate of Authorization #: 29709

Doug Barlowe
Levy County Development Department Offices
Fee Proposal
March 20, 2023
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- Construction Administration: \$ 5,440.00
- Total: \$ 15,040.00

Billing for design will be done upon completion. Billing for construction administration services will be billed at the 50% and 100% construction levels, respectively.

Add-Services:

Should conditions arise where additional services are required or requested, they will be completed at Tomahawk Engineering's current hourly billing rates. If the scope of additional services is defined, an additional service proposal will be provided for review and approval before any work is completed.

If the terms above are acceptable, please sign in the designated area below. Once signed, please return one copy to us via mail (at the address listed below), email, or fax a copy to (850) 402-9659. Please understand that your signature constitutes your firm's authorization to commitment of payment.

We appreciate the opportunity to work with you and your firm and look forward to any future endeavors together.

Sincerely,



Wes Thigpen, Jr., PE, CxA, LEED AP
Mechanical Engineer/President

RESPONSE

This letter sets forth the understanding of the contract between Tomahawk Engineering and Consulting, Inc. and Barnette Fronczak Barlowe and Shuler Architects.

Accepted by - Signature

Printed Name/Title

Date

Doug Barlowe
Levy County Development Department Offices
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Attachments:

1. *Tomahawk Engineering Hourly Breakdown of Services.*
2. *Initial Existing Conditions Report (Tomahawk portion only).*
3. *Proposed Floor Plan Renovations.*

Hourly Breakdown of Services

Project Name: Levy County Office Renovation
Client: Doug Barlowe - Levy County
Project Description: Renovation for the Development Offices.

Date Prepared: March 20, 2023

2021 Billing Rate:		
Principal Engineer	\$165.00	
Registered Engineer	\$145.00	
Graduate Engineer	\$120.00	
Engineering Designer	\$115.00	
CAD Technician	\$90.00	
Clerical Support	\$75.00	






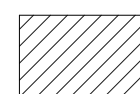

Hourly Breakdown of Services

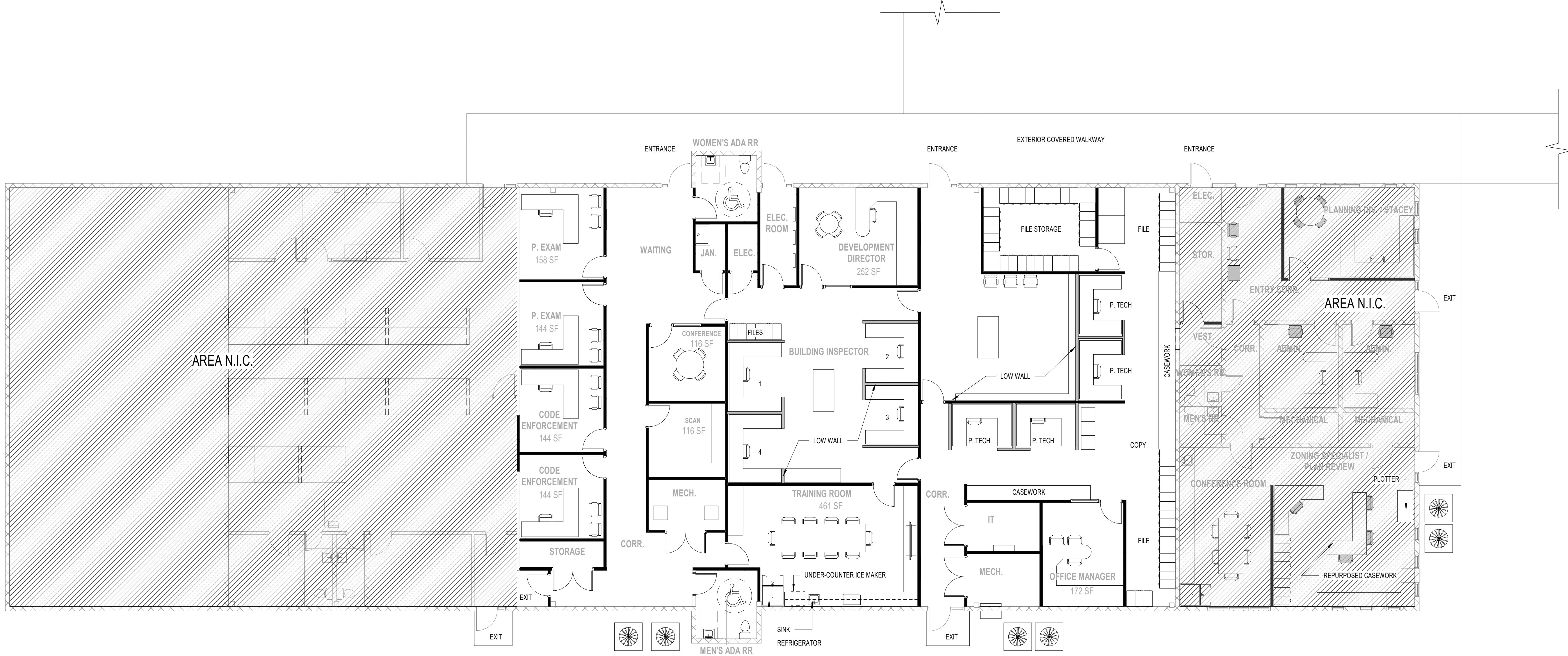
Project Name: Levy County Office Renovation Client: Doug Barlowe - Levy County Project Description: Renovation for the Development Offices. Date Prepared: March 20, 2023							
Tasks	Estimated Task Man-Hours						
	Principal Engineer	Registered Engineer	Graduate Engineer	Engineering Designer	CAD Technician	Clerical Support	Total Task Hours
Task One - Survey of Existing Conditions							
Field Survey and Measurements:							
Mechanical							
Electrical							
Total Hours per Billing Rate:	0	0	0	0	0	0	0
Billing Rate:	\$165.00	\$145.00	\$120.00	\$115.00	\$90.00	\$75.00	\$0.00
Sub Total Fee per Billing Rate:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Task Two - 50% CD's							
Project Coordination	2	2					4
Code Analysis							
Mechanical		2					2
Plumbing				1.5			1.5
Electrical		1					1
Calculations							
Mechanical		4					4
Plumbing				1			1
Electrical		1	2				3
Drawings and Details							
Mechanical		6			10		16
Plumbing		1		8			9
Electrical		2	8				10
Technical Specifications							
Mechanical/Plumbing		3				1	4
Electrical		2				0.5	2.5
50% CD Level Drawing Review Meeting		2					
Total Hours per Billing Rate:	2	26	10	10.5	10	1.5	58
Billing Rate:	\$165.00	\$145.00	\$120.00	\$115.00	\$90.00	\$75.00	\$0.00
Sub Total Fee per Billing Rate:	\$330.00	\$3,770.00	\$1,200.00	\$1,207.50	\$900.00	\$112.50	\$7,520.00
Task Three - 100% CD's							
Project Coordination	1	1					2
Drawings and Details							
Mechanical		0.5			2		2.5
Plumbing				2			2
Electrical		1	2				3
Technical Specifications							
Mechanical/Plumbing		1				0.5	1.5
Electrical		1				0.5	1.5
100% CD Level Drawing Review Meeting		2					2
Signing and Sealing							
Mechanical/Plumbing	1						1
Electrical	0.5						0.5
Total Hours per Billing Rate:	2.5	6.5	2	2	2	1	16
Billing Rate:	\$165.00	\$145.00	\$120.00	\$115.00	\$90.00	\$75.00	\$0.00
Sub Total Fee per Billing Rate:	\$412.50	\$942.50	\$240.00	\$230.00	\$180.00	\$75.00	\$2,080.00
Task Four Construction Administration							
Bidding and Award	2	2					4
Product Review/Shop Drawing Review	2	2	2	2			8
Response to RFIs/Architect's Supplemental Instructions		1	1			1	3
Construction Progress Site Review and Report (1)		8					8
Substantial Completion Inspection		8					8
Printing and Miscellaneous	2	2	1		2	2	9
Total Hours per Billing Rate:	6	23	4	2	2	3	40
Billing Rate:	\$165.00	\$145.00	\$120.00	\$115.00	\$90.00	\$75.00	\$0.00
Sub Total Fee per Billing Rate:	\$990.00	\$3,335.00	\$480.00	\$230.00	\$180.00	\$225.00	\$5,440.00

Hourly Breakdown of Services

Project Name: Levy County Office Renovation Client: Doug Barlowe - Levy County Project Description: Renovation for the Development Offices. Date Prepared: March 20, 2023							
Tasks	Estimated Task Man-Hours						
	Principal Engineer	Registered Engineer	Graduate Engineer	Engineering Designer	CAD Technician	Clerical Support	Total Task Hours
Total Hours per Billing Rate:	10.5	55.5	16	14.5	14	5.5	114
Billing Rate:	\$165.00	\$145.00	\$120.00	\$115.00	\$90.00	\$75.00	
Total Fee per Billing Rate:	\$1,732.50	\$8,047.50	\$1,920.00	\$1,667.50	\$1,260.00	\$412.50	
Total Fee:							\$15,040.00

NOTES
FLOOR PLAN LEGEND

-  EXISTING TO REMAIN
-  EXISTING CMU WALL PARTITION TO REMAIN
-  NEW GYP / METAL STUD WALL PARTITION
-  LOW GYP / METAL STUD WALL PARTITION
- Name**
-  ROOM NAME AND NUMBER
-  AREA NOT IN CONTRACT
-  NEW FURNITURE / CASEWORK



LEVY COUNTY
DEVELOPMENT
DEPARTMENT

18110 Drawn By: CV
Project Code Checked By: DB

27 JANUARY 2023
Date

SCHEMATIC DESIGN

Revisions

FLOOR PLAN

Tallahassee Florida

A1.1

2074 Centre Pointe Blvd, Suite #200, Tallahassee, FL 32308
Phone 850 224-6301 Fax 850 561-6978

1 FLOOR PLAN

A1.1 1/8" = 1'-0"

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Levy County Development Department

BFBSA No. 18110

27-Jan-23

Concept Design

Cost Estimate



Division	Description	Unit	Descript.	Unit Cost	Sub Total
Demolition					
	Remove walls, ceilings & floor'g	5,724	SF	\$3.00	\$17,172.00
	Cap electrical	5,724	SF	Allowance	\$3,000.00
	Cap plumbing	5,724	SF	Allowance	\$3,000.00
	Remove Miscellaneous items			Allowance	\$3,000.00
	Roof repair by County			Allowance	\$10,000.00
Construction					
	Install interior walls	597	LF of walls	\$100.00	\$59,700.00
	Install suspended Ceiling	5,724	SF	\$5.00	\$28,620.00
	Prepare exterior Door Frames	4	each	\$1,000.00	\$4,000.00
	Refurbish exterior HM doors	4	each	\$1,000.00	\$4,000.00
	Install SC wood doors and frames	24	each	\$1,500.00	\$36,000.00
	Interior windows	1	Allowance		\$2,000.00
	Seal floor with clear sealer	5,564	SF	\$3.00	\$16,692.00
	Floor tile at restrooms	160	SF	\$20.00	\$3,200.00
	Paint Interior	5,724	SF	\$4.00	\$22,896.00
	Paint door and frames	28	each	\$100.00	\$2,800.00
	Toilet accessories		Allowance		\$5,000.00
	Fire extinguisher and signage		Allowance		\$1,000.00
	Millwork	100	Liner Feet	\$400.00	\$40,000.00
	FRP panels at wet wall of restrm.	736	SF of walls	\$15.00	\$11,040.00
	Vinyl base	1,224	LF of base	\$5.00	\$6,120.00
	Signage		Allowance		\$3,500.00
	Miscellaneous items		Allowance		\$10,000.00

\$36,172.00 Sub-total

\$256,568.00 Sub-total

	Install new electrical and Fire alarm	5,724	SF	\$40.00	\$228,960.00
	IT Cabling	5,724	SF	\$8.00	\$45,792.00
	Install new HVAC system	5,724		\$40.00	\$228,960.00
	Install new plumbing system	5,724	Allowance		\$50,000.00
	Sub-total				\$846,452.00
	Sub Total				\$846,452.00
	General Conditions	General conditions to the project at 10%			\$84,645.20
	Sub-total				\$931,097.20
	Contractor O&P	Contractors' direct cost and fee at 15%			\$139,664.58
	Total Construction cost				\$1,070,761.78
	Owner Contingency	5% of construction cost			\$53,538.09
	Total				\$1,124,299.87

\$553,712.00 Sub-total