

**TASK ASSIGNMENT TO AGREEMENT FOR ENGINEERING SERVICES**  
**FOR THE LEVY COUNTY COURTHOUSE COURT SPACE RENOVATIONS**

THIS TASK ASSIGNMENT is issued by LEVY COUNTY, a political subdivision of the State of Florida (hereinafter referred to as "County") to BARNETT, FRONCZAK, BARLOWE & SHULER ARCHITECTS (hereinafter referred to as "Consultant"), pursuant to the Agreement between Levy County and Barnett, Fronczak, Barlowe & Shuler Architects for Continuing Professional Services dated December 8, 2020 (herein "Continuing Professional Services Agreement"), for architectural design services, and related bid document and contract administration services for the Project described in this Task Assignment.

1. **Project.** The Project for this Task Assignment and any related supplemental Task Assignments consists of architectural services for the Levy County Courthouse, Court Space Renovations building located at 355 South Court Street ("the "site"), to be used by the Court (the "Project" or "project"). The project will be divided into two Phases which are described herein. This Task Assignment addresses details for Phase 1 of the Project. Details for Phase 2 of the Project will be addressed in a future Task Assignment between the parties.

2. **Proposal.** Consultant submitted a proposal for both Phases of the Project, dated 4 October 2021, which is attached hereto (the "Proposal"). The Proposal is divided into Consultant's proposal narrative, schedule and fee proposal submitted to County which consists of eight pages. The entire eight pages of the Proposal contained in Consultant's proposal document dated 4 October 2021, are incorporated herein by this reference.

3. **Scope of Work.** Pursuant to the provisions of the Continuing Professional Services Agreement and this Task Assignment, Consultant shall provide all of the services and deliverables for the Project as described for Phase 1 in the Proposal. Consultant's obligations to provide all such services and deliverables include responsibility to provide Consultant's services as described in the Proposal. Consultant shall perform its services, and shall insure that the services are performed, at the level of workmanship and quality set out in the Continuing Professional Services Agreement.

4. **Compensation.** County shall compensate Consultant for its Phase 1 services pursuant to this Task Assignment a not to exceed amount of Thirteen Thousand Eight Hundred Sixty-Five Dollars (\$13,865), in accordance with the fee set forth in the Proposal. In the event Consultant's reimbursable expenses exceed the reimbursable expenses set out in the Proposal so as to cause an increase in the not to exceed amount, Consultant shall notify County and obtain approval of the County Coordinator prior to incurring any such additional reimbursable expenses. Invoices or requests for payments to Consultant shall be made in accordance with Florida Local Government Prompt Payment Act, sections 218.70 through 218.79, Fla. Stat.

5. **Time.** Consultant shall perform its Phase 1 services in the time frame set out in the Proposal.

6. **Conflict.** In the event of a conflict between any of the provisions of the documents which make up this Task Assignment, the documents shall be given priority in the following order: 1) this Task Assignment; 2) the Continuing Professional Services Agreement; 3) the portions of the Proposal

that have been incorporated into this Task Assignment. All other terms of the Continuing Professional Services Agreement not in conflict with this Task Assignment shall apply to Consultant's services to be provided under this Task Assignment and County's obligations under this Task Assignment.

IN WITNESS WHEREOF, the parties have entered into this Task Assignment as of the last date of signature for the parties set forth below.

BOARD OF COUNTY COMMISSIONERS

OF LEVY COUNTY, FLORIDA

  
\_\_\_\_\_

Wilbur Dean, County Coordinator

Date: 10-11-21

ATTEST: Danny Shipp, Clerk of  
Circuit Court and Ex-Officio Clerk to the  
Board of County Commissioners

\_\_\_\_\_  
Danny J. Shipp

APPROVED AS TO FORM

AND LEGAL SUFFICIENCY:

\_\_\_\_\_  
Interim County Attorney

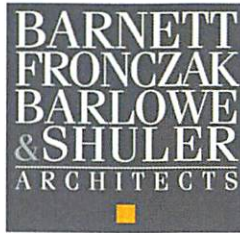
Name: \_\_\_\_\_

BARNETT, FRONCZAK, BARLOWE &  
SHULER ARCHITECTS, Consultant

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



4 October 2021

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

**RE: Levy County Courthouse Renovation  
BFBSA No. 184400**

**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, See attached Meeting Notes from 9/10/2021.

We will divide the project into two phases; Phase 1 will be to measure and document the area of the existing building to be renovated and develop As-Built drawings for use during the design and contract document phase of the project. We will also develop conceptual floor plans based on the scope of work and meeting notes. Phase 2 will be to provide Architectural Services for the Design, Contract Documents and Contract Administration for the renovation and renovations of the building and a fee will be developed after approval of the conceptual floor plan.

This proposal will address Phase 1 of the project and will include the following tasks:

1. Measure and document the portion of the existing building to be renovated, to produce As-Built Drawings to be used in the next phase of the project.
2. Develop a conceptual floor plan for the program spaces for presentation to staff members.
3. Review staff members suggestions and revise the floor plan for a final floor plan design.

We anticipate two trips to Bronson; the first meeting will cover task 1 and the second meeting will be to present the conceptual floor plans to the staff members and answer questions for the project. We will then take the feedback information from the staff and develop a final floor plan for the project.

It is our understanding that the preliminary project budget is approximately \$1.3 to \$1.5 million.

## **Architectural Services Fee**

The fee for the scope of work will be **\$13,865.00** for Phase 1 services and a fee breakdown for the for the scope of work is attached to this letter.

## **Fee by Project Phases**

Phase 1	\$13,865.00
Phase 2	To be Determined

The estimated reimbursable expenses are included in the fee. Reimbursable expenses will include, travel, printing and other expenses directly associated with the project.

## **Deliverables**

BFBSA will submit electronic copies of the documents in PDF format for staff review and will provide 3 paper copies of the conceptual floor plan for use by the Levy County Staff.

## **Schedule**

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

Phase 1	45 days after notice to proceed.
Phase 2	To be determined

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
- Investigation of off-site issues that may affect the building and site.
- Civil Engineering services
- Structural Engineering services
- Mechanical, Electrical, Plumbing and Fire Protection Engineering Services
- Landscape Design services
- LEED Design and Application
- Graphic models for presentation material
- Life Cycle cost analysis
- Specialty Security Consultants
- Traffic Studies and roadway improvements.

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,

A handwritten signature in blue ink, appearing to read "Douglas S. Barlowe". The signature is fluid and cursive, with a large initial "D" and "S".

Douglas S. Barlowe, AIA  
Partner

Date: 4-Oct-21  
 Project: Levy County Courthouse  
 Building Renovations  
 Description: Pre-Design Phase  
 BFBSA No. 18440



Staff	Principal	Architect	Int. Design Grad Arch	Cadd/ CA Manager	Cadd	Clerical	Sub total by Phase
Rate	\$200	\$125	\$110	\$105	\$85	\$65	
Task	-----						

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<b>Predesign</b>							
Task	Principal	Architect	Int. Design Grad Arch	Cadd/ CA Manager	Cadd	Clerical	Sub total
Measure portion of existing building to be renovated	4				4		
Photograph existing building	1				1		
Review existing Drawings	2				2		
Travel to site	4				4		
Develop exist'g condition Drwg	2				16		
Develop conceptual Floor Plans	16				32		
Meeting with Client	2						
Travel to site	4						
Develop scope of renovation	1				2		
Develop Final Master Floor Plan	4				8		
<b>Sub total Hours</b>	40	0	0	0	69	0	
<b>Sub total fee</b>	\$8,000	\$0	\$0	\$0	\$5,865	\$0	\$13,865

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<b>Design</b>							
Task	Principal	Architect	Int. Design Grad Arch	Cadd/ CA Manager	Cadd	Clerical	Sub total
	0	0	0	0	0	0	
<b>Sub total Hours</b>	0	0	0	0	0	0	
<b>Sub total fee</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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<b>50% Contract Documents</b>							
Task	Principal	Architect	Int. Design Grad Arch	Cadd/ CA Manager	Cadd	Clerical	Sub total
	0	0	0	0	0	0	
<b>Sub total Hours</b>	0	0	0	0	0	0	
<b>Sub total fee</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0





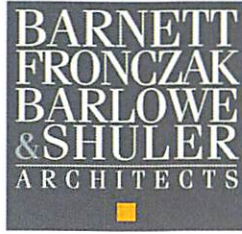
Fee Breakdown

BFBSA  
 Architecture Structural MEP

Fee  
 breakdown

Pre-Design services	\$13,865.00					\$13,865.00
<b>Basic services</b>						
Design	\$0.00					\$0.00
50% Contract Documents	\$0.00					\$0.00
100% Contract Documents	\$0.00					\$0.00
Bidding	\$0.00					\$0.00
Contract Administration	\$0.00					\$0.00
Reimbursable Expenses Est.						\$0.00
<b>Totals</b>	<b>\$13,865.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$13,865.00</b>





10 September 2021

## Meeting Notes

**Project:** Levy County Courthouse Renovation  
BFBS No. 18440

**Location:** Site

**Attending:** Ali Tretheway, Levy Co.  
Jimmy Jones, Levy Co.  
Karen Cash dollar, Levy Co.  
Lou-Ann Smith, Levy Co.  
Danny Shipp, Levy Co.  
John Meeks, Levy Co.  
Claire Varnedoe, BFBSA  
Doug Barlowe, BFBSA

The following are notes regarding the building renovation for the Levy County Courthouse.

### General Comments

The courthouse is a three-story building with a basement built in 1937 and it has had several renovations and additions over the years. There is one set of drawings from the 1993 renovations and Jimmy will have this set copied and scanned and emailed to BFBSA for use with the design of the project. Currently there is approximately \$1.3 million in the renovation budget with some additional funding from the county.

The renovation will include a modification to the following areas.

1. The court side front entry needs to have a simple flow of persons entering and exiting the building. Currently visitor enter and exit the building at the same temporary vestibule and are not separated. The metal detector and check-in area should be separate from the exit. Provide a room adjacent to the secure check-in for Bailiffs.
2. Convert the existing hearing room and Sheriff Department finance office at the SW corner of the building into a third courtroom. The new courtroom will be across the public access hallway from the judge's offices.

3. There is no covered entry area for people to gather while being checked into the building. Due to COVID 19 protocol approximately 200 to 300 people are called for jury duty and wait outside the building while 25 people are allowed in the courtroom at one time for jury selection. The design team will need to investigate the possibilities to design some type of covered area for waiting jury candidates to be protected from the weather.
4. The second-floor area is currently empty and has a counter with multiple windows for fee payment and is accessible by elevator and stairs from the public courthouse side of the building. There are two single use restrooms at this location, that do not appear to be ADA accessible and a small breakroom with a stove and refrigerator.
5. The Court Reporting office is adjacent to the space but should be subdivided into two separate offices or two new offices.
6. A Pro Se / Self-Help Office is needed to service the public. This room is now in a closet.
7. There is a need for two Mediation conference rooms; one for approximately 8-10 people and a small room for 4 or less people.
8. The same for two Deposition rooms; one will be a larger conference room which will have open court recording ability and a smaller room for 4 people.
9. An office suite for visiting Judges and Administrative assistant is required. The Judge will have a private office and the administrative assistant will have a shared space with the County Court staff office space.
10. A small breakroom is needed with counter space and sink, and future refrigerator and microwave.
11. BFBSA will provide a two-part proposal with Pre-Design and Design services for the Project. For the Pre-Design services, Levy County staff will provide a copy in PDF format of the 1993 drawings which will be used by the architect to verify the existing conditions and measure the spaces as needed and produce cad drawings of the area slated for renovations. From these drawings our team will provide concept design options for floor plan layouts for review by the Levy County staff.
12. Once a design concept has been approved BFBSA will provide a separate Design Proposal to complete the Design, Contract Documents, Bidding services and Contract Administration for the renovation.