

May 2, 2024

Mr. Jay Hatch, CPRP  
Recreation Director  
City of Madeira Beach  
200 Rex Place  
Madeira Beach, Florida 33706

Re: **Professional Services Proposal  
Concession and Restroom Building MAD0004**

Dear Mr. Hatch:

Colliers Engineering & Design, Inc. (CED) and our affiliated team members are pleased to submit this proposal to provide the City of Madeira Beach (the City) with professional architectural and engineering services to design a new building at the Remember Our Children (R.O.C.) Park.

## Background and Narrative

The R.O.C. Park was constructed in 2014 and opened in 2015. The park provides amenities including tennis and basketball courts, softball fields, splash pad, playground, dog park, fishing pier, butterfly garden, and additional amenities. Events, live music, and festivals are held at the park throughout the year.

The City intends to build a new building at R.O.C. Park to supplement the amenities that serve park users. They envision the program for the building to include increased concession service space, new public restrooms, 3 office spaces, media coverage space for the sports fields, storage for the Parks and Recreation Department, and an enclosed space with retractable bleachers that would provide one flexible indoor conditioned court, and ancillary spaces to support R.O.C. Park activities. It is imagined that the building would take up the space of 1-2 of the existing outdoor courts along Rex Place and to be about 8,000-sf.

The programming and design elements of the proposed facility must align with the park's mission statement which includes "R.O.C. Park will provide a setting that celebrates the lives of our children and remembers the joy they brought to this world. This memorial embodies a family's love, a friend's loss, and the compassion of our community. We dedicate R.O.C. Park to the memory of lives gone too soon and their love that will endure. We hope to provide healing and support for those who visit from near and far. May the beauty of this park reflect the beauty of love and life we experienced with our children!"

CED has been asked to provide a proposal for the project. As the grade of the park is significantly lower than the floodplain, and the City wants to utilize limited space most efficiently in this area, it is anticipated that the first phase will include developing multiple concepts to assess how the building program can most effectively fit in the limited site area and address flood resiliency.

Based on the above information, CED recommends the following scope of services which includes the following tasks:

#### 1. Task 1 – Schematic Design

CED can also provide the services necessary to design and permit the project. Additionally, CED can provide Construction Contract Administration (CCA) and Services During Construction (SDC) once the scope and schedule for the construction of the project is confirmed.

### Scope of Services

Once a Purchase Order (PO) and Notice to Proceed (NTP) has been issued by the City, CED will initiate services summarized in Task 1.0 below.

#### Task 1.0 Schematic Design

The purpose of this task is to provide programming and schematic design services sufficient to prepare several concepts for City and stakeholder review resulting in a preferred schematic concept prior to field investigations and design development. The effort necessary to manage and coordinate services under this task are also included.

**Meetings:** In addition to attendance by applicable CED staff, meetings will include an agenda and summary meeting notes. CED has included the following four (4) meetings under this task:

- Site Visit
- Programming Review Meeting (virtual)
- Draft Schematic Concept Review Meeting (virtual)
- Final Schematic Concept and Project Narrative Review Meeting (virtual)

CED will visit the site, meet with applicable City of Madeira Beach staff members and stakeholders, and develop a program document outlining programming spaces and the opportunities and constraints of the site. Additionally, a brief planning memorandum will be prepared. The planning memorandum will include a summary of project background information, applicable City of Madeira Beach Zoning Ordinance regulations, and the Comprehensive Plan 2023 policies supported by the proposed facility. Once complete, the preliminary program document and planning memorandum will be submitted for City review and a meeting will be scheduled to receive feedback/direction from the City and other stakeholders as needed. Direction provided to CED will be utilized when developing the schematic concepts.

Working with our site/civil team and estimators, our architects will then develop three (3) draft schematic concepts for the City's consideration. Each draft schematic concept will include:

- Building concept plan
- Simple 3-D model
- Rough Order of Magnitude (ROM) cost estimate

Once complete, the draft concepts will be submitted to the City for review and a meeting will be scheduled to receive feedback/direction. Based on the comments and direction provided, a single final schematic concept will be selected by the City to move forward. Note: minor changes to the selected concept are included.

CED will then finalize the City selected schematic concept and prepare project narratives for MEP/S systems. Additionally, our site/civil team will prepare one (1) site concept plan to accompany the selected schematic concept.

Once complete, these documents will be submitted to the City and a review meeting will be scheduled to receive feedback/direction. CED anticipates that these deliverables will be considered final; however, minor adjustments to the final schematic, site concept plan, and project narratives (including up to 4 hours of revisions) may be accommodated, as necessary. If adjustments are made, the revised document(s) will be submitted and considered final following the meeting. These final documents will be considered as the basis for future design tasks approved by the City. If requested by the City, major or multiple revisions to the final completed documents will be considered an additional service.

#### **Deliverables:**

- Meeting agendas and summary notes for a maximum of four (4) meetings (digital PDF)
- Preliminary building program (digital PDF)
- Planning Memo (digital PDF)
- Three (3) draft schematic concepts and ROM cost estimates (digital PDF)
- One (1) final schematic concept and one (1) site concept plan (digital PDF)
- Project narratives for MEP/S

## **Schedule**

The following table outlines the anticipated duration for each task as outlined in the above scope of work. Due to the nature of the services proposed, there are factors outside of CED's control that may affect this anticipated schedule. If the duration of a task is impacted by an event outside of our control, CED will notify the City's Project Manager of the new estimated task completion date.

Task Name	Estimated Task Duration	Estimated Duration From NTP
Task 1.0 Schematic Design	8 weeks	8 weeks

## Schedule of Fees

For your convenience, we have broken down the total estimated cost of the project into the categories identified within the scope of services.

Task Name	Type	Fee
<b>Task 1.0 Schematic Design</b>	Lump Sum	\$53,025
<b>TOTAL LUMP SUM FEE</b>		<b>\$53,025</b>

## Exclusions and Understandings

1. CED assumes that the project conforms to Florida statutes regarding the Consultants' Competitive Negotiation Act.
2. The City will provide available and applicable information to CED. CED assumes that this information is accurate and may be relied upon to perform the work.
3. The City will provide the right of entry to the site for CED to perform the services identified in this scope of work. This includes ancillary services not specifically identified but related to the work.
4. Architectural services will be provided by CED's affiliated and authorized entity, Bergmann Architectural Associates, Inc.
5. CED will not be responsible for:
  - a. Conditions which are not obvious through usual and customary visual inspection.
  - b. Conditions that develop after completion of the field inspection, providing the conditions were not visually apparent during the inspection.
6. This scope of services excludes all items not specifically cited in this proposal as well as the following specified exclusions:
  - a. Meetings and/or site visits beyond those described in the above Tasks.
  - b. Legal advice and/or modifications to terms and conditions or contracts.
  - c. Environmental investigation(s).
  - d. Design services beyond schematic design identified above.
  - e. Design for any offsite improvements.
  - f. Bidding services.
  - g. Engineer of Record (EOR) services, Construction Administration (CA), Services During Construction (SDC).
  - h. Permits application development and/or permit application fees.
  - i. Grant services.
7. Applicable Madeira Beach staff will participate in meetings/reviews and provide timely coordination, feedback, and direction, as required.
8. The terms of this Agreement will be completed under the current General Design Services Agreement with Madeira Beach dated September 20, 2023.
9. Any additional services not outlined in this proposal will be completed under a separate proposal or as an amendment to this one.

If an item not listed herein, or otherwise not specifically mentioned within this agreement, is deemed necessary, CED may prepare an addendum to this agreement for your review, outlining the scope of additional services and associated professional fees regarding the extra services.

If you find this scope of services acceptable, kindly sign and return this document.

	<u>5/2/2024</u>	_____	_____
<b>Signature</b>	<b>Date</b>	<b>Signature</b>	<b>Date</b>
<u>Kyle Goodwin, PE / Senior Project Manager</u>		<u>Jay Hatch, CPRP, Recreation Director</u>	
<b>Name / Title</b>		<b>Name / Title</b>	
<u>Colliers Engineering &amp; Design, Inc.</u> <u>(DBA Maser Consulting)</u>		<u>City of Madeira Beach</u>	
<b>Legal Entity Name</b>		<b>Legal Entity Name</b>	