



TOWN OF LONGBOAT KEY

RFP 22-048 PROFESSIONAL ENGINEERING & ARCHITECTURAL SERVICES LIBRARY

WORK ASSIGNMENT NO. 2024-03

PUBLIC WORKS FACILITY DESIGN SERVICES – INTERIOR EXPANSION

WHEREAS, on September 23, 2022 the parties entered into an Agreement whereby **Sweet Sparkman Architects, Inc.** (“Consultant”) would perform professional services for the Town of Longboat Key, Florida (“Town”) pursuant to an executed Work Assignment; and

WHEREAS, the Town wishes to authorize the Consultant to perform professional services concerning design services for the interior expansion of the Public Works Facility as more particularly described in the scope of services contained herein; and

WHEREAS, the Consultant wishes to perform such professional services.

NOW THEREFORE, in consideration of the premises and mutual covenants contained in the September 23, 2023 Agreement and in this Work Assignment, the parties agree as follows:

1. General description of the project: This project consists of professional design services for the Public Works Building “A” interior expansion.
2. Scope of services: The Consultant will provide services, as described in “Exhibit A, Scope of Services”. Additional services required beyond those identified in Exhibit A will require an amendment to this Work Assignment.
3. Schedule: The Consultant shall complete the services under this Work Assignment as prescribed in Exhibit A.
4. Compensation: The Consultant shall receive compensation in the Not-To-Exceed (“NTE”) amount of thirteen thousand, one hundred sixty dollars (\$13,160.00) for rendering all of the identified goods and services as indicated in “Exhibit B, Fee Schedule”. The Town may authorize, in writing, in advance, adjustments in the compensation for particular tasks identified under this Work Assignment, provided such adjustments do not exceed the NTE compensation established herein. The Consultant shall submit to the Town invoices for the fees for those Services rendered, in arrears. The Consultant shall submit one monthly invoice for all Services performed during invoiced month. The Consultant shall submit invoices for compensation for identified goods and services in sufficient detail for a pre-and post-audit. The Town will make payment in accordance with the Florida Prompt Payment Act upon receipt of a proper invoice.
5. Special Conditions: N/A
6. The terms and conditions of the September 23, 2022 Agreement shall remain in full force and effect until the completion of this Work Assignment.

IN WITNESS WHEREOF, the parties hereto have made and executed this work assignment as of the day and year last written below.

ATTEST:

As to Sweet Sparkman Architects, Inc.

By: _____
Signature

Date: _____

Seal:

CONSULTANT:

SWEET SPARKMAN ARCHITECTS, INC.

By: _____
Signature (Authorized Representative)

Print Name: John W. Bryant

Print Title: Vice President

Date: _____

ATTEST:

As to Town of Longboat Key, Florida

By: _____
Trish Shinkle, Town Clerk

Date: _____

Seal:

TOWN:

Town of Longboat Key, Florida

By: _____
Howard Tipton, Town Manager

Date: _____

Review of Work Assignment as to Form

By: _____
Maggie D. Mooney, Esq., Town Attorney

August 19, 2024, rev. 8/26/24

Isaac Brownman
Town of Longboat Key Public Works
600 General Harris Street
Longboat Key, Florida 34228

Re: **Town of Longboat Key Public Works Facility
Professional Design Services Agreement**

Dear Isaac Brownman:

Sweet Sparkman Architecture and Interiors (“SSAI” or “Architect”) is pleased to present this Agreement to the Town of Longboat Key Public Works for professional design services in connection with the Public Works building “A” Interior expansion. located at 600 General Harris Street, Longboat Key, Florida 34228. Our project understanding, scope of services, and fees are described below.

Project Understanding

- A. Concept / Feasibility study to enlarge the second floor of the Town of Longboat Key Public Works building (“A”)
- B. Town of Longboat Key Public Works would like to add 1 office (+/- 120 SF) and an 8-10 person conference room to the 2nd floor of the Public Works building (“A”).
- C. Building “A” was originally designed to have a larger second floor over the first-floor garage, but this scope was removed for cost savings. An existing column (gridlines B/2) is believed to have been intended to support an extended second floor.
- D. Building “A” is approximately +/- 6,000 SF.
- E. Items to be considered:
 - 1. The catwalk area would be the logical extension of the corridor that now contains MEP equipment. However, moving this equipment may not be practical due to cost.
 - 2. Need to maintain an overhead clearance at 2nd garage door bay for the existing boat
 - 3. Alternate access to the new 2nd-floor area could be provided through the Break Room if the extension of the existing corridor is not feasible
 - 4. The Town of Longboat Key believes the existing mechanical equipment was sized to accommodate a larger second floor. The outdoor mechanical units were replaced in 2020

Scope of Services

Based on our understanding of the project, SSA will perform the following professional design services:

- A. Conceptual floor plan options depicting the extension of the second floor
 - 1. The design will be based on input from the Town of Longboat Public Works staff.
 - 2. The conceptual floor plans will include the approximate square footage of each proposed space.
- B. Design Narratives
 - 1. Written design narratives for M/E/P/FP and structural design.

- C. ROM (Rough Order of Magnitude) Estimate
 - 1. Opinion of probable cost broken down by division and cost per square foot for each plan option.
- D. Site Visit
 - 1. SSAI and its consultants will provide a one-time site visit to evaluate the existing condition of building A.
- E. Deliverables:
 - 1. (2) Conceptual architectural floor plans showing options for expanded second floor
 - 2. Conceptual Structural Narratives
 - 3. Conceptual MEP Narratives
 - 4. (ROM) Rough Order of Magnitude Estimate per the conceptual floor plan options

SSA's services include the following engineering consultant services

- A. Structural Engineering
- B. Mechanical, Electrical, Plumbing & Fire Protection Engineering (MEPFP)

Services Not Included

Any other services, including but not limited to the following, are not included in this agreement (see also Information Provided by Owner below).

- A. Geotechnical Services
- B. Environmental Services
- C. Surveying Services
- D. Civil Engineering or Landscape Design Services
- E. Plan Review or Permit Fees
- F. Hazardous Materials and Toxic Waste Services

Additional Services

Any services not specifically provided for in the above scope will be considered additional services and can be performed at our then current hourly rates, or for a negotiated fee prior to commencing additional services work. Additional services we can provide include, but are not limited to, the following:

- A. Significant changes or modifications to the design after Owner approval of design phase.
- B. Interior Design services not otherwise expressly indicated in Scope of Services
- C. Furniture selections and procurement
- D. LEED consulting and certification services
- E. 3D physical presentation model
- F. Project renderings (additional to what may be included in Scope of Services)
- G. Prolonged Construction Administration services.

Information Provided by Owner

- A. The Owner shall provide full information about the objectives, schedule, constraints and existing conditions of the Project, and shall establish a budget that includes reasonable contingencies and meets the Project requirements.
- B. The Owner shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the Project.
- C. SSAI shall be entitled to rely on the accuracy and completeness of the Owner's information.

- D. The Owner shall furnish consulting services not provided by SSAI, but required for the Project, including but not limited to
 - 1. Current (within 6 months) survey by a Florida licensed surveyor, in both PDF and DWG format, which shall include property boundaries, topography, utilities and wetlands information
 - 2. Geotechnical engineering
 - 3. Environmental testing services
- E. The Owner shall employ a Contractor, experienced in the type of Project to be constructed, to perform the construction of the Work and to provide price information.

Fees and Reimbursable Expenses

SSA will perform the Scope of Services described above for a total lump sum fee of \$13,160.

TASK 1 - Concept / Feasibility Study

Sweet Sparkman Architecture and Interiors	\$5,760.00
Crawford Williams Engineering, Inc.	\$3,800.00
Stirling & Wilbur Engineering Group	\$3,600.00

Fees and reimbursable expenses will be in accordance with Master Consulting Agreement RFP 22-048.

Schedule

SSA is prepared to begin work [2] weeks after receipt of the executed agreement (refer to the Acceptance section below)—this date shall constitute Notice to Proceed. SSA estimates an [8] weeks schedule to complete the included scope of services after Notice to Proceed. SSA may modify the schedule based on developments during the project.

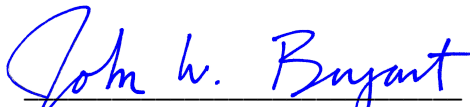
Terms and Conditions

In addition to items described herein, this Agreement shall be subject to the Master Consulting Agreement RFP 22-048.

Thank you for the opportunity to provide professional design services for this project. Please contact me if you have any questions.

Sincerely,

Sweet Sparkman Architects, Inc.



John W. Bryant, AIA, LEED AP
Principal

jbryant@sweetsparkman.com

LBK - Public Works Facility Design Services - Interior Expansion
WA# 2024-03

EXHIBIT B

FEE SCHEDULE

	Senior Principal		Project Manager		Project Designer		Administrative Assistant		Subtotal	TOTAL TASK COST
TASK DESCRIPTION	Rate = \$210		Rate = \$165		Rate = \$115		Rate = \$80			
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Cost	
TASK 1 Concept/Feasibility Study - SSAI	2	\$420	10	\$1,650	30	\$3,450	3	\$240	\$5,760	\$5,760
TASK 1 Concept/Feasibility Study - Crawford Williams Engineering (MEP)									\$3,800	\$3,800
TASK 1 Concept/Feasibility Study - Stirling & Wilbur Engineering Group (Structural)									\$3,600	\$3,600
TOTALS									\$13,160	\$13,160