



DONOFRO ARCHITECTS

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August 28, 2017

Jim Dean. City Manager
The City of Marianna
P O Box 936
Marianna, Florida 32446

RE: Task Work Order MAR-2017-02
Marianna Public Safety Building and Municipal Office Complex
City of Marianna
Marianna, Florida

PROJECT SCOPE: Provide the below defined basic architectural services as detailed in AIA Document B101-2007 (Standard for of Agreement Between Owner an Architect) for a phased municipal development project consisting of the following major components;

1. Planning for the renovation, remodeling, and refurbishing of the existing 12,000 sf. two-story City owned building on Jefferson Street adjacent to and south of existing City Hall into a municipal office building containing space for administration, public works, clerk's office, and municipal planning.
2. Planning for the demolition of existing single-story police department and construction of new single-story public safety building containing adequate space to house the Marianna Police Department, the Marianna Fire Department, and the City Commission Public Meeting Room, and all associated site development.
3. Planning for the demolition of existing City Hall and construction of new municipal renovated vehicle parking lot to serve both the renovated municipal office building and the new public safety building.

| TASK WORK ORDER # 2017-02 | | |
|---|---------------|--|
| DESCRIPTION | AMOUNT | |
| Service A - Schematic Architectural Design | \$30,275.00 | See Service "A" Description Below |
| Service B - Design Development | \$41,300.00 | See Service "B" Description Below |
| Service C – Construction Drawings and Bidding Specifications Development | \$87,250.00 | See Service "C" Description Below |
| Service D - Civil Engineering | \$38,500.00 | See Service "D" Description Below |

Service A Description- Schematic Architectural Design

- Review Owner building program and project information provided by Owner.
- Based on program requirements, Architect shall prepare and present for Owner's approval a preliminary design that conceptually illustrates the scale and relationship of the major project's components relative to each other and the site.
- Based on the Owner's approval of the preliminary design, Architect shall prepare schematic documents for the Owner's approval including site plans, floor plans, exterior and interior building elevations, sections and some combination of models, perspective sketches, or digital modeling as required to define and delineate aesthetics, major building systems, and major building materials.
- The Architect shall submit a preliminary opinion of probable cost of the work based on preliminary and schematic design for Owner's review and approval.
- The Architect shall assist the Owner in obtaining any information pertinent to the project as recommend by the Architect and approved by the Owner including but not limited to boundary surveys, topographic surveys, utility surveys, and geo technical studies.

Service B Description- Design Development

- Based on approved preliminary and schematic architectural design documents, the Architect shall prepare design development documents (DDD's) for Owner review and approval. The DDD's shall include floor plans, building sections, building exterior and interior elevations, typical construction details, and diagrammatic layout of building systems as required to fix and describe the size and character of the project as to architectural, structural, mechanical, and electrical systems.
- The Architect shall prepare outline specifications that identify major materials and systems to establish general quality levels.
- The Architect shall update the preliminary opinion of probable cost of the work and advise the Owner of any changes for Owner review and approval.

Service C Description- Construction Drawings and Bid Specification Development

- Based on approved DDD's, the Architect shall prepare construction bidding documents (CD's) for the Owner's approval. The CD's shall illustrate and describe the further development of the DDD's and shall consist of drawings and specifications setting forth in detail the quality levels of materials, systems, and other requirements for the construction of the work including architectural, structural, mechanical, and electrical drawings and specifications.
- The Architect shall incorporate into the CD's any design requirement of the governmental authorities having jurisdiction over the project.
- The Architect shall include in the CD's conditions of bidding, form of agreement between Owner and contractor, and conditions of the construction (general and supplementary conditions.)
- The Architect shall update the preliminary opinion of probable cost as final opinion of probable cost of the work for Owner review and approval.
- City of Marianna Development Order Application and Permit Securement

Service D Description- Civil Engineering

- Site Grading Design
- Site Utility Service Design

- Storm Water Collection and Distribution Design
- FDOT Driveway Connection Permitting
- Landscape Architecture Design
- Landscape Irrigation Design

Proposed Consultants:

- Civil Engineering – David H. Melvin, Inc
- Structural Engineering – Johnson Associates Engineering
- Mechanical Engineering – Zgouvas Eiring Associates
- Electrical Engineering – Yates Engineering Solutions
- Fire Alarm – Yates Engineering Solutions
- Landscape Architecture – David H. Melvin, Inc.

The above described services will be provided in accordance to our continuing service contract and if the commission agrees to the terms of this proposal please sign below as evidence of approval and authorization to proceed.

Authorized Signature

Date

Print or Type Name of Authorized Signer