

**CITY OF MARIANNA
COMMISSION AGENDA MEMO
SPECIAL MEETING
December 18, 2018**

ADMINISTRATIVE STAFF REPORT

- Subject:** Catalyst Building Roof Replacement (35,000+/-)
Task Order Amendment #1
- Subject Background:** A portion of the roof at Catalyst Building will require replacement as a result of Hurricane Michael. Originally the portion to be replaced would be done by leaving the remaining roof surface in place, leveling then replacing the entire roof.
- However, as a result of negotiation with insurance company the entire roof, for the 35,000 square feet, will now be removed and replaced. This will necessitate the use of a mechanical engineer since the HVAC units will have to be removed and reset.
- Recommendation:** It is recommended to approve the Amendment to the Original Task Order with Donofro Architects, to facilitate the use of a mechanical engineer.
- Potential Motion:** I move to approve Amendment #1 to the Task Order with Donofro Architects.

Approved for agenda by:



DONOFRO ARCHITECTS

Paul A Donofro, Jr., AIA Architect FL Reg. 11148
P O Box 861 ■ 2910 Caledonia Street ■ Marianna, Florida 32447
Ph. 850/482-5261 ■ Fax 850/482/8609

December 4, 2018

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

RE: Reroofing Project
Catalyst – Industrial Park
City of Marianna
Marianna, Florida

Dear Mr. Dean:

Please accept this letter as an amendment to Task Work Order #MAR2018-03 request for authorization to add the following services:

TASK WORK ORDER #MAR 2018-03 Amendment			
DESCRIPTION	AMOUNT	Approved By:	Date
Asbestos Abatement Consulting	\$1,500.00		
Consultant Coordination	\$1,000.00		
Mechanical, Electrical, Plumbing Consultant	\$12,810.00		
TOTAL	\$15,310.00		

The task will be provided in accordance to the terms as set forth in the current continuing contract for providing architectural services between Donofro Architects and The City of Marianna.

Sincerely,

Paul A. Donofro, Jr., AIA Architect
Donofro Architects

PADjr/kk

Authorized Signature

Date

Print or Type Name of Authorized Signer



December 3, 2018

Paul Donofro, Jr.
 Donofro Architects
 P.O. Box 861
 Marianna, FL 32447

*THIS DOCUMENT
 FOR BACK-UP FOR
 TASK WORK ORDER AMENDMENT
 ONLY. "DO NOT SIGN"*

RE: Catalyst Fabric
 North Section Reroof

Dear Mr. Donofro,

Thank you for requesting a fee proposal for mechanical engineering services from Watford Engineering, Inc. It is my understanding that our scope of work includes the following:

1. Mechanical, Electrical, and Plumbing Construction Documents for the reroof project of the north manufacturing section of the facility (approximately 30000 SF).
2. Evaluate and recommend replacement or repair of existing HVAC units in the area described above.
3. Relocate mechanical and plumbing pipe below the new roof where possible.
4. Electrical related to the Mechanical and Plumbing work.
5. Evaluate and recommend repair or replacement of plumbing systems in the area described above (VTRs, gas piping, etc).
6. Bidding assistance
7. Construction administration.

Our fee for this work is itemized below. Upon your approval, payment will be due according to the following schedule:

• Construction Documents	\$10,250
• Construction Administration	<u>\$2,560</u>
	\$12,810

If you are in agreement with this proposal, please sign one copy of the letter and return for our records. Please give me a call if you have any questions or comments concerning this proposal.

Sincerely,

David N. Watford, PE
 President
Watford Engineering, Inc.

Fee Approved By: _____ Date: _____
 Title: _____



DONOFRO ARCHITECTS

Paul A Donofro, Jr., AIA Architect FL Reg. 11148
P O Box 861 ■ 2910 Caledonia Street ■ Marianna, Florida 32447
Ph. 850/482-5261 ■ Fax 850/482/8609

October 29, 2018

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

RE: Reroofing Project
Catalyst – Industrial Park
City of Marianna
Marianna, Florida

Dear Mr. Dean:

Please accept this letter as a request for authorization to proceed with the below described task work order:

TASK WORK ORDER #MAR 2018-03			
DESCRIPTION	AMOUNT	Approved By:	Date
Field Measurement / Document Existing Facility	\$880.00		
Design and Design Development	\$1,500.00		
Construction Document Development	\$2,500.00		
Bidding Specifications	\$2,700.00		
Bidding Facilitation – (if required)	\$1,850.00		
Contract Administration – (if required)	\$3,750.00		
TOTAL	\$13,180.00		

Project Scope – Generally the project scope includes providing Architectural Services for a re-roofing project at a City owned facility at the Marianna Industrial Park currently being leased by Catalyst Inc. Our proposed services will include documentation of existing conditions, development of a design solution, development of construction plans, and development of bidding specifications. As alternate add services we will also provide bidding assistance and Contract/Construction Administration services if required and authorized.

The proposed construction scope will include removal of temporary roofing, and re-roofing a portion of the facility that can be described as the 31,500sf (+/-) masonry building directly northwest of the two-story office building and immediately adjacent to Industrial Park Drive. The new roof system will generally consist of a new PVC reinforced single ply, mechanically attached, heat welded single ply roof membrane installed over a cover board installed over rigid insulation installed over the existing modified bitumen roof system. Existing Roof top packaged units and other roof equipment will be either raised as required or removed if obsolete.


Existing non-obsolete roof top utilities including gas lines, and electrical conduit will be shown to be managed in place.

Service Description: Document the pertinent existing building conditions, develop project design, develop project construction drawings, and bidding specifications for the proposed and above described roofing project. Bidding assistance and construction / contract administration services will be provided if required and authorized by the City.

The task will be provided in accordance to the terms as set forth above and in the current continuing contract for providing architectural services between Donofro Architects and The City of Marianna.

If you and the commission decide to engage our firm for providing architectural services for this project, please sign both copies of this task work order and return one copy to our office, keeping one copy for your records.

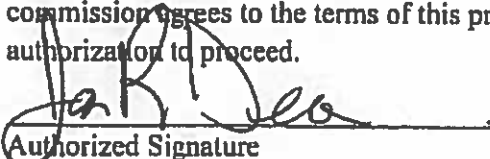
Sincerely,



Paul A. Donofro, Jr., AIA Architect
Donofro Architects

PADjr/kk

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

11/8/2018
Date

JAMES R DEAN, CITY MANAGER
Print or Type Name of Authorized Signer